

To: Montgomery College Staff and Administrators with ATO Balances in Excess of the Carryover Maximum

From: Krista Leitch Walker, Vice President and Chief Human Resources Officer
Office of Human Resources and Strategic Talent Management (HRSTM)

Date: October 23, 2025

Subject: **2025 Excess ATO Carryover**

You are receiving this communication because your projected annual time off (ATO) balance as of December 19, 2025, exceeds your applicable carryover limit.

ATO Accrual and Carryover Limits

Your carryover limit is determined by your length of service:

Length of Service	Time Off Earned Per Pay Period	Time Off Days Earned in Year	Time Off Hours Earned in Year	Annual Carryover Maximum
0–3 years	4.61 hours	15 days	120 hours	120 hours
3 –15 years	6.15 hours	20 days	160 hours	160 hours
15+ years	8.0 hours	26 days	208 hours	208 hours

Annual Time Off (ATO) Adjustment for 2026

This year's Winter Break does not begin immediately following the last pay period of 2025, which ends December 19, 2025. The College will be open on Monday, December 22, and Tuesday, December 23, 2025. To accommodate employees who plan to use ATO on these days, the carryover limit has been increased by 16 hours (2 days).

How to Confirm Your Excess ATO Balance

1. In [Workday](#), open the **Absence** app.
2. Under **View**, click **Absence Balance**.
3. Enter **December 19, 2025**, as the **As of Date** and click **OK**.
4. Calculate your excess hours using this formula: **Projected Balance – Applicable Carryover Limit Hours – 16 hours = Excess ATO to Use by December 19**.

Example: If you earn 208 hours annually and your projected balance on December 19 is 278 hours, then the calculation is $278 - 208 - 16 = 54$ hours that must be used by December 19 to avoid forfeiture.

More Information

Should you have any questions concerning time off accrual and/or carryover limits, please contact the HRSTM Help Desk at HRSTM@montgomerycollege.edu or 240-567-5353.