

To: Montgomery College Staff and Administrators

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 Staff and Administrator Time Off Carryover Maximums and Timelines

The purpose of the memorandum is to remind staff and administrators of the College's annual and personal time off carryover limits the deadlines for use in 2025. As a reminder, absences are recorded in Workday and reported in the following two (2) categories:

1. **Time off:** Refers to accrued time off full-time staff and administrators may use for day-to-day or short-term absences, such as vacation, rest and relaxation, personal business, unplanned events or emergencies, supplemental sick/medical needs, or religious observances.
2. **Leave:** Refers to long-term leaves of absence, for example, Family and Medical Leave (FML), sabbatical leave, and professional development leave.

The following table shows how much unused annual and personal time off full-time* staff and administrators may carry over into the 2026 calendar year.

Length of Service	Time Off Earned Per Pay Period	Time Off Days Earned in Year	Time Off Hours Earned in Year	Annual Carryover Maximum
ANNUAL TIME OFF (ATO)				
Vacation, rest and relaxation, personal business, supplemental sick/medical needs				
0–3 years	4.61 hours per pay	15 days per year	120 hours per year	120 hours
3 –15 years	6.15 hours per pay	20 days per year	160 hours per year	160 hours
15 years or more	8.0 hours per pay	26 days per year	208 hours per year	208 hours
PERSONAL TIME OFF (PTO)				
Personal business obligations or unplanned events or emergencies, may include religious observance				
Not Applicable Same amount each year	Not Applicable All 24 hours granted on January 1 st or date of hire	3 days per year	24 hours per year	None Use or lose

*These accrual rates and carryover maximum are for regular full-time employees working a 40-hour workweek. The accrual rates and carryover maximum for regular part-time employees is prorated based on their workweek in relation to a 40-hour workweek.

Annual Time Off (ATO)

- The last day to use 2025 ATO is **Friday, December 19, 2025**.
- Any ATO balance that exceeds the annual carryover limit specified in the table above will be lost on December 20, 2025.
- Employees with an ATO balance that exceeds the annual carryover limit as of Friday, December 19, 2025, will receive an additional message from HRSTM.
- **Please note:** December 22-23, 2025 are included in the first 2026 pay period. As a result, ATO used on these days will reduce your 2026 annual balance.

Personal Time Off (PTO)

- The last day to use 2025 PTO is **Friday, December 19, 2025**.
- Unused personal time off **cannot** be carried over.
- Any unused PTO will be lost as of December 20, 2025.

Finding Your Time Off Balances

Employees can view absence balances in [Workday](#) by clicking the **Absence link (suitcase icon)**. From there, your available balances will display at the bottom of the Absence screen. These balances do not include future absence requests. To learn more, please refer to the Workday job aid, [View Time Off Balance and Details](#).

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.