MONTGOMERY COLLEGE

MEMORANDUM

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 21, 2026

Subject: **2026 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 2026. 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 2027 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/pay	15 days/year	120.12 hours/year	120.12 hours
3–15 years	6.15 hours/pay	20 days/year	160.16 hours/year	160.16 hours
15 years or more	8.0 hours/pay	26 days/year	208.0 hours/year	208.0 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 1st or date of hire	3 days/year	24 hours/year	**None** Use or lose

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

Annual Time Off (ATO)

- The last day to use 2026 ATO is **Friday, December 18, 2026**.
- Any ATO balance that exceeds the annual carryover limit specified in the table above will be lost on **Saturday, December 19, 2026**.
- **Please note:** December 21–23, 2026, are included in the first pay period in calendar year 2027. As a result, ATO used on these days will be deducted from your 2027 annual balance.

Personal Time Off (PTO)

- The last day to use 2026 PTO is **Friday, December 18, 2026**.
- Unused personal time off **cannot** be carried over.
- Any unused PTO will be lost as of **Saturday, December 19, 2026**.

Finding Your Time Off Balances

Employees can view absence balances in Workday by going to the **Global Navigator > Personal > Absence Calendar**. Your available balances will display on the right side of the **Manage Absence** screen. These balances will default as of the current date and do not include future absence requests unless you change the date. 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.