

To: Staff and Administrators

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

Subject: 2021 Staff and Administrator Leave Reporting and Carry-over

Date: October 12, 2021

With the end of calendar year 2021 approaching, this is to remind staff and administrators of the College's annual and personal leave carry-over limits and deadlines.

The following table outlines the amount of unused annual and personal leave full-time* staff and administrators may carry-over into the next calendar year.

Length of Service	Leave Earned Per Pay Period	Leave Days Earned in Year	Leave Hours Earned in Year	Annual Carry-Over Maximum
ANNUAL LEAVE (AL)				
Vacation, rest and relaxation, personal business, supplemental sick/medical				
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 LEAVE (PL)				
Personal business obligations or unplanned events or emergencies; may include religious observance				
N/A - Same amount each year	N/A - All 24 hours granted on January 1 st or day of hire	3 days per year	24 hours per year	None - Use or Lose

*Note: The accrual and carry-over maximum for part-time employees is pro-rated according to the proportion that the workweek is to a 40-hour workweek.

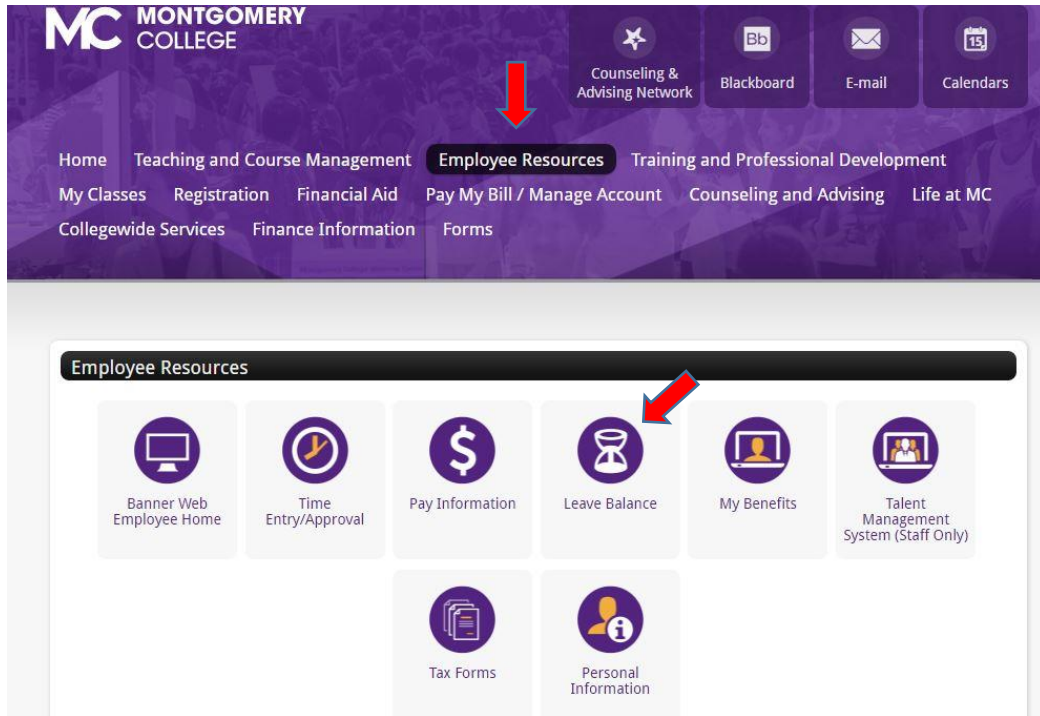
Annual Leave (AL): The last day to use AL in 2021 is **Thursday, December 23, 2021**. Any unused AL exceeding the annual carry-over maximum as outlined in the table above will be lost as of December 24, 2021.

Personal Leave (PL): The last day to use PL in calendar year 2021 is also **Thursday, December 23, 2021**. Unused personal leave cannot be carried-over and, therefore, any remaining PL will be lost as of December 24, 2021.

We encourage our staff and administrators to take time to step away from work, rejuvenate, and attend to personal and family needs and interests. Please communicate and work with your

supervisor to ensure that you can do so. Additionally, we encourage our supervisors to work with their teams to allow employees to take leave, while ensuring adequate staff coverage.

Finding Your Leave Balance: Employee leave balances may be viewed via MyMC within the “Employee Resources” tab by clicking the “Leave Balance” icon (see illustration below).



Should you have any questions concerning leave accrual and carry-over limits, send an email to: LeaveRequest@montgomerycollege.edu and a member of the HRSTM will be more than happy to assist you.