INSTRUCTIONAL NOTICE: 110.721

MEMORANDUM TO: Administrative and District Schedule Employees

DISTRIBUTION: Van Ness & Satellite Sites

FROM: Office of Human Resources

DATE: July 14, 2010

SUBJECT: Annual Leave Carry-Over

1. **Applicability:** This Notice is directed to all University Administrative and District Schedule employees.

2. **Purpose:** To remind employees and supervisors that as of December 31, 2010 Carry-Over Leave will cease. All accrued annual leave in excess of 240 hours must be utilized by the end of this calendar year.

3. **General Policy:** Consistent with sound management and fiscal responsibility, employees should be encouraged to schedule the use of annual leave throughout the year to minimize the carry-over of excess annual leave. Under normal circumstances, the maximum allowable annual leave carry-over (beyond the end of the calendar year) is 240 hours. Annual leave balance of 240 hours or less will be carried over into the next calendar year automatically. Unused accumulations of annual leave in excess of 240 hours will be forfeited.

4. **Additional Information:** Contact Ms. Isabelle McMillian at 274-5447, Ms. Renae Lee at 274-5452, or Mrs. Jeannetta Clayton at 274-5380 in the Office of Human Resources.

Christine Poole
Director, Human Resources