

To: School/Division HR Officers

From: James W. Dean, Jr., Executive Vice Chancellor and Provost, and Brenda Malone, Vice Chancellor for Human Resources

Subject: Change in Calendar Year-End Annual Leave Carry-Forward Limit for Permanent Part-Time EPA Employees

Date: November 19, 2013

It has been the University's longstanding policy that the calendar year-end annual leave carry-forward limit of 240 hours has been prorated for leave-earning part-time EPA 12-month faculty and EPA non-faculty staff. Leave accrual rates for part-time employees in leave-earning status are similarly prorated. This means that an EPA employee with a .50 FTE at calendar year-end (12/31) had an annual leave carry-forward limit of 120 hours, or 50 percent of the regular carry forward limit.

Effective Dec. 31, 2013, this practice will change. Going forward, the annual leave carry-forward limit for leave-earning part-time EPA 12-month faculty and non-faculty staff will be the full 240 hours, regardless of the employee's FTE. This will better enable EPA employees whose FTE may vary from year to year (typically due to changes in grant funding) to retain their full earned leave balance, without reduction.

This change **only** applies to the annual leave carry-forward cap. All EPA leave earning rates and the leave payout cap for EPA non-faculty staff remain unchanged, and will continue to be prorated based on the employee's FTE. Also, this change does not modify the SPA annual leave carry-forward limit, which remains prorated based on State human resources policy.

The University Time Information Management (TIM) system will be modified to implement this change automatically, without any action required by departmental TIM Administrators.