

To: The College Community
 From: Robert G. Roop, Chief Human Resources Officer
 Subject: 2017 Staff Leave Reporting and Carry-over
 Date: October 18, 2017

With the end of the calendar year 2017 approaching, I want to take this opportunity 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

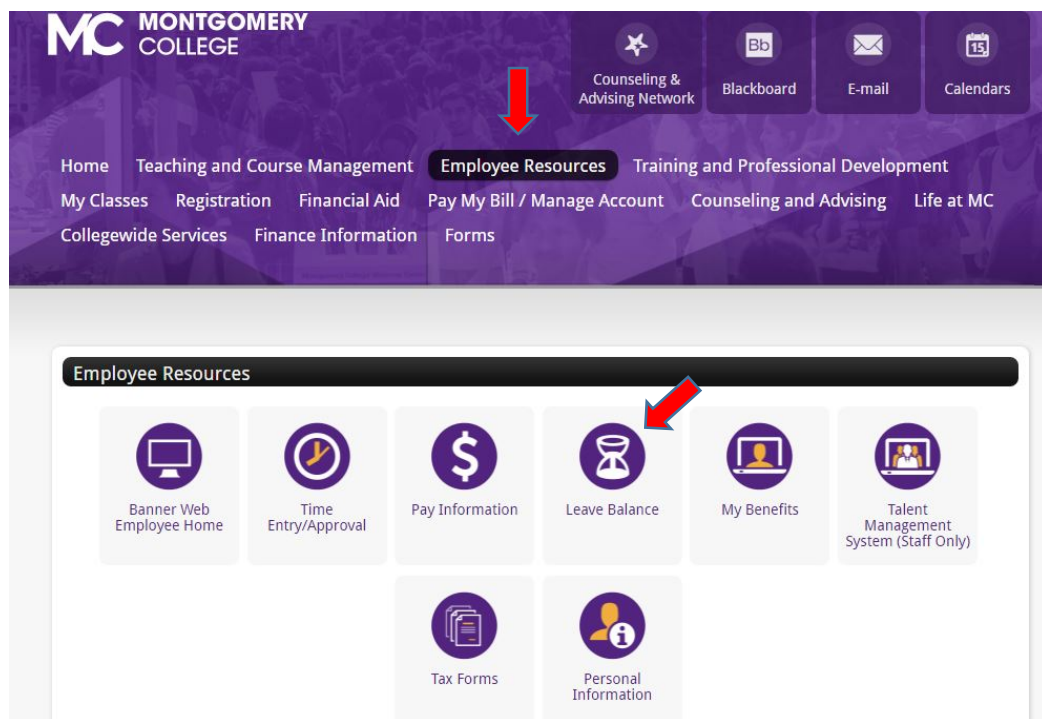
*Note: The accrual and carry-over maximum for part-time employees is pro-rated according to the proportion that the workweek is to a 40-hour workweek.

Deadline for the use of all 2017 PL and the carry-over of permitted AL: **Friday, December 15, 2017.**

Annual Leave: Any unused AL in excess of the annual carry-over maximum will be lost at the end of the last pay period in the calendar year: **Friday, December 15, 2017.** Exceptions to carry-over any excess AL hours into 2018 will only be granted for extenuating circumstances and with the approval of the employee’s supervisor and the chief human resources officer. Annual leave carry-over exception requests must be sent by e-mail no later than **Friday, December 1, 2017**, to HRSTM@montgomerycollege.edu.

Personal Leave: The last day to use PL in calendar year 2017 is **Friday, December 15, 2017**. Unused personal leave cannot be carried-over and, therefore, any remaining PL will be lost as of the pay period beginning December 16, 2017.

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).



Please note that after January 1, 2018, all short-term leave (i.e., annual leave, sick/medical, etc.) requests, approvals, and balances will be administered through our new human capital management system: Workday.

Should you have any questions concerning leave accrual and carry-over limits, please contact Ms. Mary-Kay Hinkle, human resources associate, in the Office of Human Resources and Strategic Talent Management at extension 7-5375 or via e-mail at marykay.hinkle@montgomerycollege.edu. Mary Kay is more than happy to assist you.

RGR:klw