



## **Temporary Exception to Annual Leave “Carryover” Limit through Calendar Year 2022**

Due to circumstances associated with COVID-19, employees may be unable to use all of their available accrued annual leave, resulting in potential loss of this leave under existing policy. This guidance permits institutions to provide a temporary exception to the number of hours of accrued annual leave that may be carried into a new calendar year under BOR VII – 7.00 – Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees. That policy applies to all regular status nonexempt and exempt staff employees of the University System of Maryland, except to the extent that the provisions of a collective bargaining agreement between an institution and one of its bargaining units provide otherwise.

Under that policy, employees are permitted to carry a maximum of 400 hours of accrued annual leave into a new calendar year. Under this temporary exception, through the final pay period beginning in calendar year 2022, an institution may permit a maximum of 480 hours (60 work days of 8 hours each) of annual leave to be carried into a new calendar year by all regular full-time employees so long as the following conditions are met:

- Employees who separate from the University System of Maryland will not be entitled to compensation for any unused portion of the hours of additional annual leave in excess of 400 that were carried over under this exception to current policy.
- Likewise, any unused portion of the additional 80 hours will not be transferred to a state agency or university outside the University System of Maryland if an employee transfers to such state agency or university.
- The 480 maximum hours will be pro-rated for leave-eligible, part-time employees working 50% or more.

Despite this exception to current policy, supervisors should approve requests for use of annual leave to the extent operations permit and should encourage employees to schedule annual leave usage well before the end of the calendar year.