**Attachments**

The maximum amount of annual leave that may be carried over to the 2016 leave year:

|  |  |  |
| --- | --- | --- |
| **A** | **B** | **C** |
| **Position**  **Type** | **Initial Employment Date** | **Annual Leave Carryover Maximums** |
| Full or Part-time position | Prior to  January 1, 1957 | **560** |
| Full- or Part-time position | January 1, 1957  to  June 30, 1972 | **320** |
| Full- or Part-time position | After  June 30, 1972 | **240**  **288** for 2,496 hrs/yr. (IAFF)  **252** for 2,184 hrs/yr. (IAFF) |
| MLS & participant of the Employee Retirement System | Prior to  October 1, 1994 | **320** |
| MLS & participant of the Retirement Savings Plan (Earns PTO) | On or after October 1, 1994 | **No Limit** |
| Full- or Part-time position  occupied by former  State/County employee | Any | **400** |
|  |  |  |

**Annual Leave Rollover Example**

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| --- | --- | --- |
| **Example :** | **Carryover limit: 240** | **Carryover limit: 320** |
| **Annual Leave** | | |
| **Balance Annual Leave as reflected on the 1/8/16 pay slip (pay period 12/13/15 – 12/26/15)** | **420.20** | **450.00** |
| Less Annual Leave used during the pay period of 12/27/15 to 1/9/16 (pay slip 1/22/16) | (16.00) | (16.00) |
| Plus Annual Leave accrual for the pay period of 12/27/15 – 1/9/16 (pay slip 1/22/16) | 4.61 | 8.00 |
| **Annual Leave Balance on the 1/22/16 pay slip** | **408.81** | **442.00** |
| Less Annual Leave maximum carryover limit | (240.00) | (320.00) |
| *# of excess Annual Leave hours for 2015 that will roll to employee’s Sick Leave balance* | *168.81* | *122.00* |
| **Annual Leave Balance after the excess is rolled:** | **240.00** | **320.00** |
| Plus Annual Leave accrual for the pay period of 1/10/16 – 1/23/16 (pay slip 2/5/16) | 4.61 | 8.00 |
| **Annual Leave Balance on the 2/5/16 pay slip (after excess rollover is completed.) This is visible in MCtime on 2/1/16.** | **244.61** | **328.00** |
| **Sick Leave** | | |
| **Sick Leave Balance as reflected on the 1/22/16 pay slip  (pay period 12/27/15 – 1/9/15 )** | **75.00** | **86.00** |
| *Plus excess Annual Leave hours rolled to Sick Leave balance* | *168.81* | *122.00* |
| Plus Sick Leave accrual for the pay period of 1/10/16 – 1/23/16 (pay slip 2/5/16) | 4.61 | 4.61 |
| **Sick Leave Balance on the 2/5/16 pay slip (pay period 1/10/16 – 1/23/16.) This is visible in MCtime on 2/1/16.** | **248.42** | **212.61** |
| Employees who wish to carryover excess Annual Leave from the 2015 leave year to the 2016 leave year should submit a request to their Department/Office Director for approval **by February 12, 2016.** Documentation of the Director’s approval of the request must be received by the OHR Director via e-mail or memo in care of [LeaveYear@montgomerycountymd.gov](mailto:LeaveYear@montgomerycountymd.gov) **by February 19, 2016**.  The approved carryover amount will be added back to your Annual Leave Balance on the 3/18/16 pay slip dated, which will be visible in MCtime on Monday, 3/14/16. | | |
| **Maximum Annual Leave Accruals**  120 hours (1 year of service to end of 3rd year of service)  160 hours (beginning of 4th year of service to end of 15th year of service)  208 hours (beginning of 16th year of service plus) | | |