

## Annual Leave Rollover Example

Example :	Carryover limit: 240	Carryover limit: 320
<b>Annual Leave</b>		
<b>Balance Annual Leave as reflected on the 1/9/15 pay slip (pay period 12/14/14 – 12/27/14)</b>	420.20	450.00
Less Annual Leave used during the pay period of 12/28/14 - 1/10/15 (pay slip 1/23/15)	(16.00)	(16.00)
Plus Annual Leave accrual for the pay period of 12/28/14 - 1/10/15 (pay slip 1/23/15)	4.61	8.00
<b>Annual Leave Balance on the 1/23/15 pay slip</b>	<b>408.81</b>	<b>442.00</b>
Less Annual Leave maximum carryover limit	(240.00)	(320.00)
<i># of excess Annual Leave hours for 2014 that will roll to employee's Sick Leave balance</i>	<i>168.81</i>	<i>122.00</i>
<b>Annual Leave Balance after the excess is rolled:</b>	<b>240.00</b>	<b>320.00</b>
Plus Annual Leave accrual for the pay period of 1/11/15 - 1/24/15 (pay slip 2/6/15)	4.61	8.00
<b>Annual Leave Balance on the 2/6/15 pay slip (after excess rollover is completed.) This is visible in Mctime on 2/2/15.</b>	<b>244.61</b>	<b>328.00</b>
<b>Sick Leave</b>		
<b>Sick Leave Balance as reflected on the 1/23/15 pay slip (pay period 12/28/14 – 1/10/15)</b>	<b>75.00</b>	<b>86.00</b>
<i>Plus excess Annual Leave hours rolled to Sick Leave balance</i>	<i>168.81</i>	<i>122.00</i>
Plus Sick Leave accrual for the pay period of 1/11/15 -1/24/15 (pay slip 2/6/15)	4.61	4.61
<b>Sick Leave Balance on the 2/6/15 pay slip (pay period 1/11/15 – 1/24/15.) This is visible in Mctime on 2/2/15.</b>	<b>248.42</b>	<b>212.61</b>

Employees who wish to carryover excess Annual Leave from the 2014 leave year to the 2015 leave year should submit a request to their Department/Office Director for approval **by February 13, 2015**. 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 20, 2015**.

The approved carryover amount will be added back to your Annual Leave Balance on the 3/20/15 pay slip dated, which will be visible in Mctime on Monday, 3/16/15.

### Maximum Annual Leave Accruals

120 hours (1 year of service to end of 3rd year of service)

160 hours (beginning of 4<sup>th</sup> year of service to end of 15<sup>th</sup> year of service)

208 hours (beginning of 16<sup>th</sup> year of service plus)

## Attachments

The maximum amount of annual leave that may be carried over to the 2015 leave year:

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