

Year End Leave Usage Information

Early in the year, employees with large annual leave balances were encouraged to begin using their leave to avoid losing leave due to large end of year balances. Employees in conjunction with supervisory approval are still encouraged to use leave without placing undue hardship on departmental operations.

In past years, employees had additional time to use leave because the Sunday – Saturday pattern of the pay periods overlapped into a new year. This year, the last pay period for 2022 will begin Sunday, December 18, 2022, and end perfectly on Saturday, December 31, 2022.

Employees will have until December 31, 2022, to use current Annual Leave balances to avoid being in a use or lose leave situation. Current Personal Leave balances must be used prior to December 31, 2022. On January 1, 2023, the Personal Leave banks will reload with 24 hours of leave to be used during 2023.

Newly hired employees are encouraged to review the holiday closing and leave usage guide before requesting time off.

Supervisors are encouraged to approve leave usage as often as possible, being careful to avoid disruptions in departmental operations.

Additional Reminders

Regular Exempt, Regular Non-Exempt, Contingent II (if applicable), as well as twelve-month Faculty, are only eligible for paid holidays if you were a regular status employee of the university or eligible when the holiday was **earned**.

If you were not an employee or regular status employee when the holiday was earned, you will have to code your timesheet with annual or personal leave (if available) or your supervisor must code the timesheet as approved leave without pay.

Personal Leave Balances for 2022 must be used by 12/31/22. Please review the campus closure schedule as usage of those days must occur before December 31, 2022, for employees eligible for all paid holidays.

Unused Annual Leave can be carried forward into a new year as noted under other heading for leave carryover amounts.

Supervisors are responsible for making sure that timesheets are coded correctly before being approved.

Questions or concerns regarding leave may be directed to Ms. Patricia Mapp at (410) 651-6400