

Carryforward of Excess Annual Leave System Office Supplement

Purpose:

To establish procedures for the end of the calendar year carryforward of excess annual leave

Eligibility:

This policy applies to employees who have not been able to use their annual leave because of specific System Office work demands over a substantial period of time and who have an annual leave balance at the end of the calendar year that exceeds the maximum number of hours authorized in the VCCS Policy Manual Section 3.9.3 and the Department of Human Resource Management Policy 4.10.

Classified Employees

1) Procedure:

- (a) Employees must prepare a written request to carry forward leave to the next calendar year. The request will include the number of hours to be carried forward, a concise statement explaining why the annual leave was not taken, and a plan to use the leave before July 9 of the upcoming year.

Note: The plan to use the excess leave by July 9 of the upcoming year is required.

- (b) Requests will be submitted to the direct supervisor no sooner than the first week in December.

2) Approval Procedure

- (a) Supervisors shall submit all leave requests to the Cabinet Member for their area.
- (b) The Chancellor has delegated authority to approve carryforward requests of up to 80 hours to members of the Chancellor's Cabinet for employees under their supervision
- (c) Requests that exceed 80 hours must be approved by the Chancellor.
- (d) The supervisor will notify the employee and Human Resource Services in writing of the approval or disapproval of the request.

- 3. Leave Expiration: Excess annual leave balances that have been approved for carryforward but not used will be lost on July 10 of the upcoming year.

Faculty

- 1) For all faculty, annual leave in excess of the maximum allowed shall be carried over beyond January 1 of each year.
- 2) Excess leave must be used by July 9 of the same calendar or the following will occur:
 - (a) For faculty who do not participate in the Virginia Sickness and Disability Program (VSDP), the excess annual leave will be converted on an hour-for-hour basis to sick leave.
 - (b) For faculty who participate in VSDP excess annual leave will be lost on July 10 of the upcoming-year.

General Provisions:

1. When terminating employment, an employee shall be paid for only the maximum leave allowed by policy.
2. Except as noted in 2. A, excess annual leave must be used by July 9 of the upcoming calendar year. Unused excess annual leave will be lost.
3. As annual leave is used during the first six months of the calendar year, the hours used shall be deducted from the excess hours balance. When all excess hours have been used, annual leave taken shall be deducted from the current calendar year balance.

Exceptions to Policy

Exceptions to this policy will be made only by the Chancellor.

Virginia Community College System Office Request Approval for Excess Annual Leave Form

Step 1 Employee's Information and Supervisor's Approval to Carry Over Excess Annual Leave

Employee Name: _____
Last *First* *M.I.*

Job title: _____

Estimate of Excess Annual Leave to Carry Over _____ Date: _____

Supervisor: _____ Department: _____

Reason for Excess Annual Leave:

Plan to Use Excess Annual Leave by July 9th
of the Upcoming Year:

Employee's Signature *Date*

Supervisor's Signature *Date*

Status of Request: ACCEPTED DECLINED

Step 2 Cabinet Member's Approval to Carry Over Excess Annual Leave

Amount of Excess Annual Leave to Carry Over _____

Cabinet Member's Signature *Date*

Status of Request: ACCEPTED DECLINED

Step 3 Chancellor's Approval to Carry Over Excess Annual Leave That Exceeds 80 Hours

Amount of Excess Annual Leave to Carry Over _____

Chancellor's Signature *Date*

Status of Request: ACCEPTED DECLINED

Return form to Human Resources when completed for processing.

**** Note: This Form Is for Classified Employees Only. Faculty Employees Excess Leave Carries Over Automatically As Per VCCS Policy Manual.**

