



DHRM HR Highlights October 2020

COVID-19 and Annual Leave Maximum Carryover

DHRM understands that ongoing workload demands and scheduling pressures due to the pandemic might have made it challenging for some employees to take time off. As we approach the holiday season, many employees are concerned about their annual leave balances and the possibility of losing leave at the end of the leave year.

Agencies have the flexibility to approve leave carryover exceptions for employees whose work offered little to no opportunity for time off. For that reason, we encourage agencies to consider leave carryover when practical, or exceptional leave payouts for a portion of the leave when funding is available and with the approval of the agency's Cabinet Secretary.

We also encourage you to help employees schedule time off to rest and recharge. Even a long weekend or midweek break can provide some much-needed balance.

The COVID-19 Leave Carryover [policy guide](#), disseminated in May and published on the COVID-19 section of the DHRM website, provides more specific information for managing this important benefit and the options that can help you support your employees.