



## Policy Guide – Policy 4.10 Annual Leave Usage and Carry-Over Maximum

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The purpose of this guide is to address the impact of COVID-19 on annual leave usage and carry-over limitations and to offer guidance on the use this benefit to sustain employee productivity, wellness, and work/life balance.

Annual Leave Carryover limits are defined in [DHRM Policy 4.10, Annual Leave](#).

The current leave year ends on January 9, 2021. This should provide ample time for many state classified employees to use Annual Leave that might otherwise exceed the carryover limits.

Supervisors should encourage employees to schedule their leave throughout the course of the leave year. Employees need time off to recharge, rest, or engage in activities that contribute to a healthy balance between productive work time and other life pursuits.

Employees who are at risk for exceeding the carryover maximum allowances are encouraged to develop a leave usage plan with their immediate supervisor. Such leave plans should be flexible and subject to change but should also foster an awareness of the need to schedule time off periodically. This is especially important during extended periods of stress.

Employees who have been and will continue to be directly involved in COVID-19 response activities and the continuity of critical business operations may have limited opportunities to use leave. In such cases, agency heads have the flexibility under policy to approve the carryover of excess leave into the next leave year. A good companion practice is to develop a leave usage plan for the carryover amount.

State Policy also allows agencies to negotiate to pay a specified amount of accrued annual leave as a retention incentive. DHRM is prepared to grant an exception to this policy provision to include a payout option of a specified amount at the end of the leave year for those employees whose opportunities to use leave were limited or not approved because their presence was essential to the agency's COVID-19 response activities. *This option is subject to available funding and the approval of the agency's Cabinet Secretary.*