SOP – Annual leave overflow

Overview
• Twelve-month, regular full- and part-time employees accrue annual leave monthly in an amount based on the employee’s day of leave at the time of distribution
• The annual leave maximum cap is 320 hours for employees.
• At the end of the employee’s birth month each year, any annual leave balance that is above the maximum accumulation cap will automatically be converted as follows:
  o 50% to the employee’s own sick leave balance
  o 50% donated to the County Sick Leave Bank. The employee need not be a member of the Sick Leave Bank.

The 50% donated to the sick bank is identified on the timecard as shown below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 2/28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 2/29</td>
<td></td>
<td></td>
<td></td>
<td>Annual Converted to Sick Ba..</td>
<td></td>
<td>17:07</td>
</tr>
<tr>
<td>Sun 3/01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Employees are responsible for keeping track of their leave balances to avoid conversion of annual leave. Employees are also responsible for requesting time off as appropriate with as much advance notice as possible.
• Employees and the department head/designee are encouraged to work together to facilitate leave use to avoid annual leave conversion.

Relevant policy information
Local Government: P-86 – Leave Program
Public Schools: GCC – Leave Policy

Step-by-step documentation
Checking and projecting leave balances – use these directions to keep track of how much annual leave you will have accrued by your birth month, if you are in danger of exceeding the maximum.

What employees need to know
• When you reach the annual leave maximum, any time accrued beyond that cap automatically goes into the Annual Leave Overflow bucket. It appears just below the Annual Leave bucket on the Accruals tab, as shown below:

<table>
<thead>
<tr>
<th>Totals</th>
<th>Accruals</th>
<th>Audits</th>
<th>Historical Corrections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accrual Code</strong></td>
<td><strong>Accrual Available Balance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Leave</td>
<td>320:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Leave Overflow</td>
<td>16:30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• You do not need to do anything special to use time that is the annual leave overflow bucket. When you submit an annual leave request, the system uses any leave in the annual leave overflow bucket first.
SOP – Annual leave overflow

• If you want to take annual leave on the last day of your birth month, contact the system coordinator via the appropriate email address below to have the leave request processed before the annual leave overage is redistributed:
  o Local Government employees: time@albemarle.org
  o Albemarle County Public Schools 12-month employees: time@k12albemarle.org

What supervisors need to know:
• Work with your employees to facilitate timely usage of annual leave, so that long-tenured employees avoid annual leave conversion when possible.

What timekeepers need to know
• Assist supervisors as necessary in monitoring annual leave balances.