


Department of Human Resources
 University of Maryland, Baltimore County
 1000 Hilltop Circle
 Administration Building, 5th Floor
 Baltimore, Maryland 21250

GENERAL INFORMATION: 410-455-2337
 FAX: 410-455-1064
 VOICE/TTY: 410-455-3233
 www.umbc.edu

June 6, 2018

TO: Payroll Preparers
 Payroll Approvers

FROM: Sherrell McNamara, HRIS Manager 

RE: Year End Leave Information for Calendar Year 2018

Some employees may be at risk of losing annual and/or personal leave at year end. Please inform your departmental employees that all excess annual and unused personal leave must be used by **January 5, 2019**. Listed below are the leave policies as it relates to each category of employees and leave type:

ANNUAL LEAVE

Exempt & Nonexempt Staff: A maximum of 50 workdays (400 hours) of annual leave may be carried into a new calendar year by all full-time Exempt and Nonexempt employees. This maximum allowance is pro-rated for part-time exempt working 50% or more.

Twelve-month Faculty: Faculty on 12-month appointments earn annual leave like regular Exempt employees. However, unlike Exempt employees, *not all* 12-month faculty members automatically carry over unused or excess annual leave into the new calendar year. Based on a revision to the faculty annual leave policy, the listing below outlines the faculty categories that are and are not eligible to carry over annual leave as specified in the UMBC faculty policy:

- **Automatic Carryover:** Librarians; Department Chairpersons; Academic Program Directors (ie. Honors College, Gender & Women's Studies, Shady Grove Program, etc.); Center Directors and Associate Directors of Research Centers (GEST, JCET, etc.) and Academic Centers (Humanities, IRC, etc.); Directors of Scholars' Programs; and Faculty members who have stepped down from administrative appointments.
- **Require a written request for carry over through the department Chairperson at least 3 months prior to the end of the calendar year or by October 1st. Approvals are granted through the Dean and/or Provost's Office.** Clinical Faculty; 12-month Faculty Members at Shady Grove; Research Faculty (nearly all externally funded) such as Faculty Research Assistants, Research Associates, Research Scientists, Research Professors and Research Scholars; and Sponsored Research Appointments.

For more information regarding the leave guidelines and policy as it pertains to the 12-month faculty, please contact the Dean or Provost's Offices.

PERSONAL LEAVE: **Exempt and Nonexempt Staff & 12-Month Faculty:** Personal leave for the 2019 calendar year, will be available to all leave eligible employees effective January 1, 2019. Unused

Personal Leave from 2018 will be forfeited.

HOLIDAY LEAVE: In accordance with the University's business practice and prior email communications, holiday leave for all leave eligible employees (faculty and staff) will be **rolled back to zero (0) beginning with the first full pay period of the 2019 calendar year.**

The Human Resources Department has posted a *Holiday Leave Carryover Exception Request Form* on the HR website within the Forms section. This form is to be used as a mechanism of approving and authorizing an employee to carry over unused holiday leave. Please be advised that the form must be completed, approved and signed by the Department Head and forwarded to my attention for review and processing.

If you have any questions, please contact me at mcnamara@umbc.edu.