




DEPARTMENT OF HUMAN RESOURCES
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REMINDER

May 4, 2022

TO: Payroll Preparers
Payroll Approvers
Persons Responsible for Leave Tracking

FROM: Sherrell McNamara, HRIS Manager 

RE: Year End Leave Information for Calendar Year 2022 – **Please Share With Your Department**

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 **December 31, 2022**. Listed below are the leave policies as it relates to each category of employees and leave type:

ANNUAL LEAVE:

Exempt & Nonexempt Staff: The maximum annual leave carryover into 2023 is 400 hours (50 days). 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. Twelve-month faculty who normally fall under the automatic carryover rule will be permitted to carry a maximum of 400 hours (50 days) into calendar year 2023. 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.

Annual Leave Payout: Employees separating from University service, and eligible for an annual leave payout, will receive a payout for hours based on a maximum of 400 hours plus accruals earned from January 2023 until the date of separation. Hours in excess of 400 carried from 2021 into 2022 are not eligible for payout.

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 2023 calendar year, will be available to all leave eligible employees effective January 1, 2023. Unused Personal Leave from 2022 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 2023 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.

TIME SHEET REMINDER: To properly calculate leave usage, earnings and manual adjustments, it is imperative that employees submit time sheets and approvers approve time sheets **by the established time sheet deadlines.** Unless specified differently by the Human Resources Department, time sheets must be approved by 11:59 pm on the Thursday after the pay period has ended.

Late time sheet submissions and approvals during year end may result in leave deductions from the incorrect calendar year leave balances. Please remind your departmental employees of the time sheet deadline.

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