

Maximum Annual Leave Carryover

Number of Hours Normally Scheduled to Work Each Week (does not include overtime)	Average Workday	Maximum Annual Leave Carryover in Hours
37.5	7.5 (37.5 hours divided by 5 workdays)	337.50 hours (7.5 hours x 45 days)
40	8 (40 hours divided by 5 workdays)	360 hours (8 hours x 45 days)
30 (part-time employee)	6 (30 hours divided by 5 workdays)	270 hours (6 hours x 45 days)

Note: If this change results in the employee having a maximum accumulation in excess of 45 average workdays in the new part-time status, as of the effective date of the change, the employee will not forfeit the excess.

The employee will retain this excess leave which is the maximum amount the employee may carry over in future years. If the employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess of 45 average workdays, will become the employee's maximum carryover into future years or less. If the amount of leave carried over is less than 45 average workdays, then 45 days will become the maximum amount of unused leave the employee may carry forward thereafter.