

Annual Leave Carry-over Policy (Temporary)

Effective: Leave Year 2010 (*ending January 11, 2011*)

November 18, 2011: Please note that the following policy has been extended until further notice.

Overview

In response to concerns about the current unused annual leave carry-over limit of 480 hours, a temporary adjustment has been implemented. The 480 hour limit creates a hardship on employees and their managers when trying to schedule all of the leave that employees must take in light of the required furloughs and administrative leave for FY 2011. Many employees are at that limit and will lose the annual leave earned but not taken within the leave year. Raising the limit may help resolve this problem. Employees who are at the limit would not need to take the annual leave that they otherwise would lose.

Policy

Beginning with the current leave year ending on January 11, 2011, employees may carry over a maximum of 600 hours of unused annual leave. The adjustment to the limit is effective until further notice.

The maximum pay-out for unused annual leave upon separation from employment will remain the same, i.e., upon separation, an employee can be paid out for the unused annual leave hours carried over from the previous leave year (a maximum of 480 hours) **and** the amount of annual leave hours earned in the leave year in which the employee separates and that remain unused.

Please direct any questions you may have to Lee Robinson at (410) 260-1205 or by email at lee.robinson@mdcourts.gov .

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