

27 Pay Periods in 2011 Leave Year

Additional Annual Leave Earning No Change to Carryover Limit

The 2011 leave year begins January 1, 2011 (Pay Period 02-11) and ends January 13, 2012 (Pay Period 02-12) for a total of 27 pay periods. Therefore, employees may earn one additional pay period's worth of annual leave during the 2011 leave year as compared to the typical 26 pay period leave year. For a full-time employee, the extra pay period amount will be 4, 6, or 8 hours, depending on the employee's leave earning category; the pay period amount is prorated for part-time employees.

Although employees may earn one additional pay period's worth of annual leave during leave year 2011, the annual leave carryover maximums will not increase for leave year 2011. Employees must use any annual leave in excess of the standard carryover limit that applies to them by the end of leave year 2011 (January 13, 2012) or they will forfeit the hours of annual leave that are in excess of their carryover limit.

Employees may also earn an additional increment of sick leave during leave year 2011. For a full-time employee, the extra pay period amount will be 4 hours; the pay period amount is prorated for part-time employees. However, there is no carryover limit for sick leave.

Definition: The leave year is the year beginning with the first day of the first complete pay period in a calendar year and ending on the day before the first day of the first complete pay period in the following calendar year.

— Compensation, Human Resources, 11-18-10

Please Post on All Bulletin Boards Through January 13, 2012.