Updates to Annual Time Carryover Policy

To George Washington University Staff,

As we begin another spring season with many of us away from campus, we recognize that the pandemic has had a tremendous impact on well-being, with staff members juggling multiple responsibilities at home and work. We also know that each of you have worked tirelessly during a difficult year to support our university. In the midst of this, the opportunities we all need to get away from our desks have been limited, with trips and events postponed or cancelled.

Taking some time away may look different in our current time, but it's still crucial to recharge and refresh so that we can continue to do our best work. In response to feedback from our community members, we will again be temporarily enhancing our Annual Time Carryover policy.

The enhancements to the carryover policy are as follows:

- Full-time benefits-eligible staff will be able to carry over up to 80 hours of accrued but unused annual time (up to 40 hours of accrued but unused annual time for part-time benefits eligible staff).
The deadline to use these carryover hours is October 31, 2021. Visit GW Benefits for more information, along with an FAQ on these updates.

There will be no change made to the number of hours eligible for payout upon departing the university. The maximum number of accrued but unused carryover hours eligible for payout remains at 40 hours for full-time benefit eligible staff (20 hours for part-time benefits-eligible staff).

Please note: We plan to return to the standard Annual Time Carryover policy in fiscal year 2022.

Additionally, Human Resource Management and Development (HRMD) has multiple resources available to support your well-being during this time, including a free subscription to Headspace.

Since last spring, we have constantly been reminded of our community’s strength and resilience. We know that you continue to support and uplift each other, and we encourage you to work with your manager to take some time away to care for yourself.

My best,

Dana E. Bradley
Vice President and Chief People Officer