

TIME OFF & LEAVE



COVID-19: 2021 Annual Time Carryover Enhancement

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. In response to feedback from our community members, we will again be temporarily enhancing our [Annual Time Carryover policy](#).

- Full-time benefits-eligible staff will be able to carry over **up to 80 hours** of accrued but unused annual time.
- Part-time benefits-eligible staff will be able to carry over **up to 40 hours** of accrued but unused annual time.
- The deadline to use the carryover hours is being extended by two months. All carryover hours must be used by **October 31, 2021**.
- **Please note:** We plan to return back to the standard annual time carryover policy in fiscal year 2022.

Taking some time away from work may look different in our current time, but it's still crucial to our ability to recharge and return with refreshed inspiration and focus. We encourage you to work with your manager to find that time away.

There will be no change made to the number of annual time carryover hours eligible for payout should you leave the university on or prior to October 31, 2021. The maximum number of accrued but unused annual carryover hours eligible for payout for full-time staff remains at 40 hours; the maximum payout for part-time staff remains at 20 hours.

FAQS AND TIME REPORTING SYSTEM (TRS) RESOURCES

What is the current Annual Time carryover policy?

The current policy allows for full-time benefits-eligible staff to have up to 40 hours of accrued but unused annual time automatically roll over into the next fiscal year. Part-time staff rollover up to 20 hours of accrued but unused annual time. The hours must be used by August 31.

Due to the continued impacts of COVID-19, we will again be temporarily enhancing this policy for 2021 as described above.

Who is eligible for annual time carryover?

All benefits-eligible staff accrue annual time and are eligible for carryover. The amount of hours an employee accrues depends on being in full- or part-time status and years of benefits-eligible service. For more information on annual time, including accruals, please review the [Time Off and Leave Guide](#).

Does the Time Reporting System (TRS) know to use carryover hours before regularly accrued annual time?

Yes. If you have a carryover balance available and request annual time, your carryover hours will automatically be used before current fiscal year hours.

How do I check my annual time and annual time carryover balances?

The Checking Your Time Off Balances [tip sheet](#) will walk you through the steps to check the balances of your available paid time off programs and is also available on the Benefits website. Your carryover hours will automatically be populated in the TRS on July 1, the start of the next fiscal year. ANLCARRY is the TRS acronym for carryover, viewable in the **My Calendar** widget as well as the **"Accruals On"** calendar in the **Request Time Off pop-up** window.

Does my supervisor need to approve my use of annual time carryover hours?

Yes. A request that uses annual time carryover hours follows the same process as other paid time off options in the [Time Reporting System](#). Once the employee submits a time off request, the manager will receive an email to review the request and take an action in the TRS.

As with all paid time requests, we encourage you to consider the needs and seasonality of your department before submitting a time off request.

Other TRS Resources:

- [How to Submit a Time Off Request](#)
- [Canceling an Approved Time Off Request](#)
- [TRS 101](#)