

PERSONNEL SERVICES BULLETINS (PSBs)

420-3

Subject: "Carryover of Annual Leave for Managers"

Supersedes: Personnel Policy and Procedure No. 526-84

Source: Personnel Order No. 88/5, as amended, containing the "Leave Regulations for Management Employees"

Date: June 30, 1997

I. Background

Pursuant to Section 4.3 a. of Personnel Order No. 88/5, as amended, "Preceding the end of the calendar year it shall be the employee's responsibility to request permission to use annual leave in order to stay below the maximum accumulation permitted. Any leave which exceeds the maximum accumulated limits established by this section shall be converted to sick leave except under the conditions described below in part b. of this section."

In practice, this requirement places a burden on managers to request permission to use annual leave although they know the requirements of their jobs make it inappropriate to do so. This creates the situation where a manager is expected to exercise sound judgment concerning the need to forego annual leave, but is required to request annual leave, which will be denied, in order to avoid having it converted to sick leave. Therefore, the procedural requirements concerning the carryover of annual leave from one calendar year to the next have been modified as set forth below.

II. Policy

The requirements of Sections 4.3 a. and 4.3 b. of Personnel Order No. 88/5, as amended, will be met if the agency head, at the end of the calendar year, issues a statement authorizing the carryover of excess annual leave into the new year, specifically stating that the responsibilities of the employee's position are such that the employee was expected to use his or her judgment in determining whether the workload would permit an absence for any length of time, and that if the employee had requested leave, he or she would have been ordered to forego it.

III. Procedure

Agency heads should encourage employees to use their annual leave to the extent compatible with the demands of the operations of the agency.

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Commissioner

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