



## **Temporary Exception Permitting Institutions to Increase the Amount of Faculty Annual Leave That May Be Carried Forward into Calendar Year 2021**

Due to circumstances associated with COVID-19, faculty with twelve-month (fiscal-year) contracts may be unable to use all of their available accrued annual leave, resulting in potential loss of this leave under existing policy. This guidance permits institutions to provide a temporary exception to the amount of accrued annual leave that may be carried forward into calendar year 2021 under BOR II – 2.40 – Policy on Annual Leave for Faculty.

Under that policy, twelve-month faculty are permitted to carry a maximum of fifty (50) workdays of accrued annual leave into a new calendar year. Under this temporary exception, an institution may permit a maximum of 480 hours (60 workdays of 8 hours each) of annual leave to be carried into calendar year 2021, so long as the following conditions are met:

- Faculty who separate from the University System of Maryland or otherwise become eligible for a payout of leave will not be entitled to compensation for any unused portion of the hours of additional annual leave in excess of 400 that were carried over under this exception to current policy. Annual leave earned but unused in the year of separation or eligibility for payout of leave will be compensated in accordance with BOR II-2.40.
- Likewise, any unused portion of the additional ten days (80 hours) will not be transferred to a state agency or university outside the University System of Maryland if a faculty member transfers to such state agency or university.
- For faculty members who are paid in whole or in part from contracts or grants, the temporary increase in annual leave carryover will not increase the number of days of unused annual leave for which such employees may be paid upon leaving employment or otherwise becoming eligible for a payout of leave.
- The 60 days maximum carryover (480 hours) will be pro-rated for part-time twelve-month faculty working 50% or more.

Despite this exception to current policy, supervisors should approve requests for use of annual leave to the extent operations permit and should encourage faculty to schedule annual leave usage well before the end of the calendar year.