

Changes in Work Schedules That Impact Annual Leave

- If an employee moves to a position that requires a different number of hours in a workweek, the employee's annual leave balance must be converted as follows:
 1. Convert the employee's annual leave hourly balance earned in the previous position to days
 2. Multiply the total number of days by the number of hours worked per day in the new position.

For example, an employee transfers from an agency that has a 37.5-hour workweek to an agency that works 40 hours a week. The employee has 150 hours of unused annual leave prior to the transfer. The 150 hours divided by the 7.5-hour day (from the 37.5-hour workweek) converts to 20 days of annual leave to be transferred. The 20 days of annual leave should then be multiplied by the new eight-hour workday at the new agency, resulting in the employee's new hourly leave balance of 160 hours

- If an employee reduces their work hours from full-time to part-time, the employee's annual leave balance must be converted to the new average workday. To convert the leave balance, divide the total number of accrued annual leave hours by the number of hours in the new part-time average workday.

Example: An employee worked a 7.5-hour workday as a full-time employee (37.5-hour workweek) and had an annual leave balance of 40 days (or 300 hours of leave). If this employee reduces their work hours to 30 hours a week, their new average workday is six hours. Divide the 300 hours of annual leave by the six-hour average workday, and the employee's converted annual leave balance is 50 days (or 300 hours of leave).

Note: If this change results in the employee having a maximum accumulation in excess of 45 average workdays in the new part-time status, as of the effective date of the change, the employee will not forfeit the excess. The employee will retain this excess leave which is the maximum amount the employee may carry over in future years. If the employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess of 45 average workdays, will become the employee's maximum carry over into future years or less. If the amount of leave carried over is less than 45 average workdays, then 45 days will become the maximum amount of unused leave the employee may carry over thereafter.