



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

To: All 12-Month Employees

Date: March 23, 2016

File Code

From: Florence G. Bozzella
Executive Director of Human Resources

cc: Senior Staff

Subject: Annual Leave Usage

THE INFORMATION IN THIS MEMO IS DIRECTED TO ALL EMPLOYEES WHO ACCRUE ANNUAL LEAVE

Since accrued annual leave is subject to potential loss, each employee should monitor his or her annual leave balance to determine if they are in danger of losing annual leave.

The deadline for using or losing annual leave is August 31, 2016, for all employees. Those employees in danger of **losing annual leave** because of the restriction on carry-over should make every effort to use their leave before August 31, 2016. The following is a list of carry-over amounts allowed for 12-month employees:

FISCAL YEAR LEAVE LIMITS – per Negotiated Agreements/Terms of Employment	
Unit I (12-Month)	Unit II (12 Month)
39 days (FT hours equivalent=292:30)	50 days (FT hours equivalent = 400)
Unit V (12 Month)	Unit VI (12 Month)
50 days (FT hours equivalent = 400)	50 days (FT hours equivalent = 400)

Unit III (12-Month)	Unit IV (12-Month)		
Number of days earned/year plus 12 days	Days based on years experience with AACPS	FT Hours Equivalent	
		If 7 hours/day	If 8 hours/day
Days			
12 earned + 12	1-4 years with AACPS = 36 days	252	288
18 earned + 12	5-13 years with AACPS = 42 days	294	336
26 earned + 12	14+ years with AACPS = 50 days	350	400
FT Hours Equivalent			
96 + 96 = 192			
144 + 96 = 240			
208 + 96 = 304			

There are twelve (12) remaining pay periods for **Unit III** employees and eleven (11) for **all other** employees in which leave will be earned before August 31, 2016.

For all 12-month employees who earn 13 sick days or less per year, there is an automatic rollover of the hourly equivalent of two (2) excess annual days to sick leave. For all Units, unused annual leave, which would be lost because of the limitation on carry-over, is converted to sick leave, provided that sick leave was used during the current fiscal year (e.g. if 6 days sick leave were used, 6 days of annual leave will be converted). Total conversion of excess annual leave to sick leave cannot exceed the hourly equivalent of 15 days.

Please address questions about your current leave balance to the timekeeper at your work location. **Remember: your leave balance is printed on your pay stub and is available on Employee Self Service (ESS). The leave balance on the pay stub and on ESS is two weeks behind, so please take into account any leave used during the previous two weeks.**

For other questions you may contact your Payroll Technician below:

YOUR WORK LOCATION	PAYROLL TECHNICIAN	PHONE NUMBER	E-MAIL
Elementary Schools North and East	Stephanie Nelson	410-222-5214	snelson@aacps.org
Elementary Schools South and West	Rob Peterson	410-222-5216	rpeterson@aacps.org
Middle Schools	Kate Shaw	410-222-5218	kashaw@aacps.org
High Schools	LaKersha Brown	410-222-5220	lbrown4@aacps.org
Central Office and Satellite Office	Misty Hughes	410-222-5215	mrhughes@aacps.org
Locations	Carole Parks	410-222-5213	cparks@aacps.org