



Vacation Time Off Adjustment

Each year on December 31st, an annual vacation adjustment ensures that employees do not carry forward more than two times the amount the employee is currently eligible to accrue.

Any employee that has time off accumulated over their maximum accrual carryover will have their time off balance adjusted back to their maximum accrual amount. The maximum accrual carryover is based on years of service, exemption status and full-time equivalency (FTE). Accrual hours and maximums are prorated if less than 1.00 FTE. The last day to use any excess accrual for monthly employees and bi-weekly employees is December 31st of the current calendar year. This change will be reflected in Work Day on January 1st.

Exempt (monthly) Employees:

Exempt (Monthly) Employee Annual Time Off Accrual Chart				
After Year(s) Service	37.5 Hour Schedule		40 Hour Schedule	
	Annual Accrual Hours	Max. Carryover Hours	Annual Accrual Hours	Max. Carryover Hours
<1	112.50	112.50	120.00	120.00
1	120.00	240.00	128.00	256.00
2	127.50	255.00	136.00	272.00
3	135.00	270.00	144.00	288.00
4	142.50	285.00	152.00	304.00
5	150.00	300.00	160.00	320.00
6	157.50	315.00	168.00	336.00
7+	165.00	330.00	176.00	352.00

Non-Exempt (bi-weekly) Employees:

Non-Exempt (Bi-weekly) Employee Annual Time Off Accrual Chart				
After Year(s) Service	37.5 Hour Schedule		40 Hour Schedule	
	Annual Accrual Hours	Max. Carryover Hours	Annual Accrual Hours	Max. Carryover Hours
<1	75.00	75.00	80.00	80.00
1	82.50	165.00	88.00	176.00
2	90.00	180.00	96.00	192.00
3	97.50	195.00	104.00	208.00
4	105.00	210.00	112.00	224.00
5	112.50	225.00	120.00	240.00
6	120.00	240.00	128.00	256.00
7	127.50	255.00	136.00	272.00
8	135.00	270.00	144.00	288.00
9	142.50	285.00	152.00	304.00
10	150.00	300.00	160.00	320.00
11	157.50	315.00	168.00	336.00
12	165.00	330.00	176.00	352.00

Please direct any questions to leaveadm@louisville.edu.