



Janice K. Brewer
Governor

Brian C. McNeil
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

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MEMORANDUM

TO: Agency Directors, Boards and Commissions

FROM: Brian C. McNeil, Director

DATE: October 30, 2013

RE: Annual Leave Carryover

As the end of the year approaches, I once again strongly encourage you to remind your employees to manage their annual leave balances so that they do not have excess hours at the end of the calendar year. As you know, the maximum number of annual leave hours an employee may carry into a new calendar year is 320 hours for uncovered employees and 240 hours for covered employees.

HRIS reports listing employees projected to have excess annual leave at the end of the calendar year are available. In addition, employees can monitor their annual leave balances by logging onto the YES website (www.yes.az.gov) on any computer with internet access and clicking Leave Activity. The Leave Activity page provides a projection of year-end excess annual leave. Please communicate the importance of scheduling annual leave through the remainder of the year so that employees have annual leave balances at or below the limits by January 3, 2014 (the last day of the last pay period that begins in the 2013 calendar year). ***Any hours in excess of the maximum carryover limits are subject to forfeiture if no exception is granted.***

Requests for exception to the applicable 320 or 240 hour limits will be considered for employees who provide evidence/information that demonstrates that they were unable during all of 2013 to utilize sufficient annual leave by the deadline. Applications for annual leave carryover or payoff should be submitted to the ADOA Human Resources Division, 100 N. 15th Avenue, Suite 261 (or HumanResources@azdoa.gov) **no later than December 6, 2013.** Please note that applications must include details of the extenuating circumstances that prevented the employee from utilizing sufficient annual leave, attempts made to exhaust the leave, and the employee's plan to ensure that no further carryover or payoff requests will be necessary in future years. The excess annual leave application is attached for your convenience and will be available on the YES website as well.

I appreciate your consideration in this matter. Should you have any questions or need assistance, please contact Barbara Bratcher, Human Resources Executive Consultant at 602-364-0126.

c: Marie Isaacson, Human Resources Director
Nancy Gomez, Human Resources Deputy Director, Operations
Agency Human Resources Managers
Barbara Bratcher, Human Resources Executive Consultant

Attachment

2013 Application to Carry Forward Excess Annual Leave
(To be completed by employee)

Employee Name EIN
Agency
Work Location Work Phone

Are you (check one) Covered Uncovered

Did you carry forward leave or receive a payoff last year? No Yes If yes, how many hours?

I anticipate that I will be unable to reduce my allowed annual leave balance to 320 hours for an uncovered employee or 240 hours for a covered employee, as applicable, by **01/03/2014** and wish to submit an application for an exception.

Projected excess: hours

NOTE: An employee who has earned additional annual leave for working on a state holiday may carry forward all holiday annual leave earned. However, an agency head may pay the employee for any or all of the employee's holiday annual leave at any time, subject to available funding. If you have any questions, please contact your agency Human Resources office for assistance.

Provide the specific reason(s) for this request. Include details of the extenuating circumstances that prevented you from using sufficient annual leave and attempts you made to exhaust the excess leave within the current calendar year.

I am requesting (please check the appropriate box):

- The excess hours be carried forward ** to the next calendar year
- Subject to available funding, the excess hours be paid
- A combination of both: hours paid and hours carried forward **

****Note:** Any hours carried forward to the next calendar year will be subject to forfeiture if not used by **03/28/2014**. Please provide your plan of action to ensure the excess annual leave is used by **03/28/2014** and your plan to ensure that you will not have excess annual leave in future years.

I understand that it is my responsibility to manage my annual leave balance so that I do not have excess leave at the end of the next calendar year or in future years. I further acknowledge that any hours approved to be carried forward into the next calendar year that are not used by **03/28/2014** are subject to forfeiture.

Employee Signature Date

2013 Application to Carry Forward Excess Annual Leave
(continued)

AGENCY RECOMMENDATIONS

Immediate Supervisor Signature

Date

RECOMMEND APPROVAL DENIAL

Name, Title, Signature

Date

RECOMMEND APPROVAL DENIAL

Name, Title, Signature

Date

RECOMMEND APPROVAL DENIAL

Name, Title, Signature

Date

RECOMMEND APPROVAL DENIAL

Agency HR Manager Signature

Date

RECOMMEND APPROVAL DENIAL

FOR ARIZONA DEPARTMENT OF ADMINISTRATION USE ONLY

Brian C. McNeil, Director

Date

APPROVED DENIED