

## **Procedure: Implementation of Annual Leave Carryover Cap (BP6010)**

### **1. Purpose**

This procedure establishes the process for implementing and administering the 320-hour annual leave carryover limit approved under Board Policy BP6010, ensuring consistent application, transparency, and compliance.

### **2. Scope**

This procedure applies to all COM-FSM employees eligible to accrue annual leave and to Human Resources (HR), Payroll, and Supervisors responsible for leave oversight.

### **3. Policy Reference**

Board Policy BP6010

### **4. Definitions**

Accrued Annual Leave: Unused annual leave hours accumulated by an employee.

Carryover Cap: The maximum number of annual leave hours (320) that may be carried forward into the next calendar year or contract period.

Forfeiture: Automatic loss of accrued annual leave hours exceeding the cap.

### **5. Procedure**

#### **5.0 Transitional Provision – Existing Accrued Leave**

In recognition that annual leave balances currently held by employees were accrued under prior policy, the implementation of the 320-hour carryover cap shall include a transitional adjustment period.

##### **a. Baseline Determination**

HR and Payroll shall establish each employee's accrued annual leave balance as of the effective date of this procedure.

##### **b. Transitional Reduction Period**

Employees whose accrued annual leave exceeds 320 hours as of the effective date shall be granted a transition period of up to three (3) years to reduce their balances to the approved carryover cap through normal leave usage.

##### **c. Leave Management During Transition**

Supervisors shall work with affected employees to develop reasonable leave usage schedules that allow employees to reduce balances while maintaining operational continuity.

#### d. Accrual During Transition

Employees will continue to accrue annual leave in accordance with existing accrual rules during the transition period; however, Supervisors, HR and Payroll shall monitor balances to ensure progress toward the 320-hour limit.

#### e. End of Transition Period

At the conclusion of the transition period, annual leave balances may not exceed 320 hours. Any accrued annual leave remaining above the cap at the end of the transition period shall be subject to forfeiture in accordance with Section 5.4.

#### f. Communication

Payroll will provide leave balances to HR who shall notify employees whose balances exceed the cap and provide guidance on the transition timeline and leave planning expectations.

### **5.1 Annual Leave Accrual Monitoring**

HR and Payroll shall maintain accurate records of each employee's accrued annual leave balance. Leave balances shall be monitored throughout the year, with particular attention beginning October 1 of each calendar year.

### **5.2 Employee Notification**

Employees with accrued annual leave balances approaching 320 hours shall be notified in writing no later than November 1. Notifications shall clearly state the current leave balance, the 320-hour carryover limit, and the forfeiture of excess hours at year-end.

### **5.3 Supervisor Responsibility**

Supervisors shall encourage employees to schedule leave in advance to remain below the cap and review and approve leave requests in a timely manner, subject to operational needs.

### **5.4 Year-End Processing**

Except as provided under the Transitional Provision for Existing Accrued Leave, any accrued annual leave in excess of 320 hours as of December 31 shall be automatically forfeited. Forfeited leave hours shall not be paid out, restored, or carried forward.

### **5.5 System Controls**

HR and Payroll systems shall be configured, where possible, to flag balances nearing the cap and prevent carryover beyond 320 hours. Manual adjustments may be made only to correct administrative errors.

## **6. Exceptions**

Exceptions to this procedure may be granted only by the President or designee and must be documented in writing with the duration and justification.

## **7. Effective Date**

This procedure shall take effect beginning [insert effective date (when the BOR approved the policy in April 2026)]. Employees whose balances exceed the cap as of the effective date will be covered under the transitional reduction provisions described in Section 5.0.

## **8. Review and Compliance**

HR shall review this procedure annually to ensure continued alignment with BP6010.