

Vacation Carryover Chart

For employees working 80 hours per pay on Vacation-Bd of Health Leave Schedule

Anniversary	Months Of Service	Vac Hrs Earned in Prev Yr	Vac Lump Sum at Anniversary	Max Vac Bal on Anniversary	Accrual Rate After Anniversary	Annual Vac Hrs Earned after Anniversary
1st	12	0	80	80	3.1 per pay	80
2nd	24	80	0	160	3.1 per pay	80
3rd	36	80	0	240	3.1 per pay	80
4th	48	80	0	240	3.1 per pay	80
5th	60	80	40	280	4.6 per pay	120
6th	72	120	0	320	4.6 per pay	120
7th	84	120	0	360	4.6 per pay	120
8th	96	120	0	360	4.6 per pay	120
9th	108	120	0	360	4.6 per pay	120
10th	120	120	40	400	6.2 per pay	160
11th	132	160	0	440	6.2 per pay	160
12th	144	160	0	480	6.2 per pay	160
13th	156	160	0	480	6.2 per pay	160
14th	168	160	0	480	6.2 per pay	160
15th	180	160	40	520	7.7 per pay	200
16th	192	200	0	560	7.7 per pay	200
17th	204	200	0	600	7.7 per pay	200
18th	216	200	0	600	7.7 per pay	200
19th	228	200	0	600	7.7 per pay	200
20th	240	200	20	620	8.5 per pay	220
21st	252	220	0	640	8.5 per pay	220
22nd	264	220	0	660	8.5 per pay	220
23rd	276	220	0	660	8.5 per pay	220
24th	288	220	20	680	9.2 per pay	240
25th	300	240	0	700	9.2 per pay	240
26th	312	240	0	720	9.2 per pay	240
27th	324	240	0	720	9.2 per pay	240
28th or after	336 or after	240	0	720	9.2 per pay	240

How to use this chart:

Example: An employee was hired on 1/15/94. On 1/15/08, he will reach his 14th anniversary. According to the chart, the maximum amount of vacation leave that the employee may carry over on his 14th anniversary is 480 hours. If the employee has a balance of more than 480 hours on 1/15/08, the employee must forfeit the excess vacation time over 480 hours.

If an employee works less than 80 hours per pay, the carryover limits should be based upon the prorated amount of vacation leave that is actually earned in one year. Ex. An employee with 5 years of service working 30 hours per week and earning vacation leave would have a carryover limit of $.03875 * 60 = 2.325$ hours earned per pay * 26 = 60 hours earned per year * 3 years = 180 carryover limit

*Max Carryover = 3 years