

# Sample Excess Leave Reduction Policy

<b>Policy</b>	All employees shall make every effort to adhere to a maximum cap of annual leave/vacation hours. For most represented and excluded employees the cap is 640 hours. Please reference your specific Memorandum of Understanding or work with Human Resources if you require assistance with determining your cap. An active approach is required to reduce the excess leave balance for staff that has exceeded the 640 hour maximum.
<b>Employee Responsibility</b>	All employees are expected to: <ul style="list-style-type: none"><li>• Monitor their vacation/annual leave balances for excess time on a regular basis.</li><li>• Use excess time in the pay period accrued when possible.</li><li>• For excess leave balances, develop a reduction plan annually and submit to supervisor for approval.</li></ul>
<b>Supervisor Responsibilities</b>	All supervisors are expected to: <ul style="list-style-type: none"><li>• Monitor their employees vacation/annual leave balances for excess time on a regular basis.</li><li>• Encourage staff to use excess time in the pay period accrued when possible.</li><li>• Require the completion of an annual reduction plan for staff with excess leave balances</li></ul>
<b>Reduction Strategies</b>	<ul style="list-style-type: none"><li>• Significant effort is required to reduce leave balances, so plan ahead.</li><li>• Coordinate leave plans with a group of employees working on the same or related assignments to avoid unforeseen gaps in coverage.</li><li>• Large blocks of time off will have a significant impact on reducing excess leave balances.</li><li>• Small blocks of time off will help to keep balances from growing.</li><li>• Recognize the more years of state service, the more hours accrued monthly and develop the reduction plan accordingly.</li><li>• Encourage employees to work an Alternate Work Week type schedule and use leave for their weekly or bi-weekly day off.</li></ul>
<b>Reporting</b>	Quarterly reports will be generated by HR and provided to Executive staff to monitor excess leave balance reduction.