COVID-19: Annual Time Carryover Enhancement

With the impact of COVID-19 reverberating across our university, city, and globe, our usual spring celebrations have been interrupted and in some cases, postponed or cancelled. We understand the impact that this has had, and to support our staff, our university would like to announce that we will be temporarily enhancing our Annual Time Carryover policy as follows:

- Full-time benefits-eligible staff will be able to carry over **up to 80 hours** of accrued but unused annual time.
- Part-time benefits-eligible staff will be able to carry over up to 40 hours of accrued but unused annual time.
- The deadline to use the carryover days is being extended by two months. All carryover hours must be used by **October 31, 2020**.

We still encourage you to use annual time when you are able, even under the current stay-at-home orders. While we are all dealing with the ups and downs of this challenging time, taking a day off can be invaluable to your wellbeing and mental health.

**Please note:** There will be no change made to the number of annual time carryover hours eligible for payout upon departing should you leave the university on or prior to the “use by” date. The maximum number of accrued but unused annual carryover days eligible for payout for full-time staff remains at 40 hours; the maximum payout for part-time staff remains at 20 hours.

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**FAQS AND KRONOS RESOURCES**

**What is the current Annual Time carryover policy?**

The current policy allows for full-time benefits-eligible staff to have up to 40 hours of accrued but unused annual time automatically roll over into the next fiscal year. Part-time staff may rollover up to 20 hours of accrued but unused annual time.

The days must be used by August 31. Due to the current COVID-19 crisis, this policy is **temporarily** being enhanced for 2020 as described above.
Who is eligible for annual time carryover?

All benefits-eligible staff accrue annual time and are eligible for carryover. The amount of hours an employee accrues depends on being in full- or part-time status and years of benefits-eligible service. For more information on annual time, including accruals, please review the Time Off and Leave Guide.

Does the Kronos system know to use carryover days before regularly accrued annual time?

Yes. If you have a carryover balance available and request annual time, your carryover hours will automatically be used before current fiscal year hours.

How do I check my annual time and annual time carryover balances?

The Kronos Time Off tip sheet will walk you through the steps to check the balances of your available paid time off programs and is also available on the Benefits website. Your carryover hours will automatically be populated in Kronos on July 1, the start of the next fiscal year. ANLCARRY is the Kronos acronym for carryover, viewable in the My Calendar widget as well as the “Accruals On” calendar in the Request Time Off window.

Does my supervisor need to approve my use of annual carryover hours?

Yes. A request that uses annual time carryover hours follows the same process as other paid time off options in Kronos. Once the employee submits a time off request, the manager will receive an email to review the request and take an action in Kronos.

As with all paid time requests, we encourage you to consider the needs and seasonality of your department before submitting a time off request.

Other Kronos Resources:

How to Submit a Time Off Request
How to Cancel an Approved Time Off Request
Kronos Time Off Tips