

Memorandum

TO: Deans, Department Heads and Administrative Officials

FROM: Susan H. Carullo *SHC*
Director

DATE: June 4, 2009

SUBJECT: **Fiscal Year Annual Leave Reduction for Employees in Faculty Positions**

Employees in faculty positions accrue annual leave on a fiscal year basis (July 1-June 30). The maximum amount of unused annual leave that may be carried over into a new fiscal year is 360 hours (45 days). This is to provide notice that faculty annual leave balances will be automatically reduced to the maximum allowed as of July 1, 2009.

We encourage you to review the annual leave balances for the faculty members in your areas to determine if you have individuals who stand to lose leave when the automatic reduction occurs, and if so, we ask that you share this information with them. We also ask that you update all leave records as necessary to ensure we have the correct leave balances on file before the automatic reduction occurs.

Leave balances as of the last payroll processed can be viewed directly using My Records at <http://academicdepartments.musc.edu/vpfa/hrm/records.htm>. Please note that sick leave balances are not affected at this time as sick leave is accrued on a calendar year basis.

If you have any questions concerning annual leave balances, please contact Monique Robinson at robinsmo@musc.edu or extension 2-7225.

Thank you.

SHC/jo

*ec: Business Managers
Betts Ellis, Administrator, Institutional Relations, Medical University Hospital Authority
David Neff, Administrator, Ambulatory Care Services, University Medical Associates
Brad Evans, Human Resources Director, University Medical Associates*