

**To:** Montgomery College Staff and Administrators

**From:** Krista Leitch Walker, Vice President and Chief Human Resources Officer  
Office of Human Resources and Strategic Talent Management (HRSTM)

**Subject:** **2023 Staff Time Off Reporting and Carryover**

**Date:** November 6, 2023

With the end of calendar year 2023 approaching, this memo is to remind staff and administrators of the College’s annual and personal time off carryover limits and deadlines. As a reminder, Workday breaks down absences into two (2) distinct categories: “time off” and “leave.” Time off refers to accrued time off allowances for day-to-day or short-term absences, such as annual, sick, personal, etc. Leave refers to long-term leaves of absence, such as Family and Medical Leave (FML), sabbatical, professional development, etc.

The following table outlines the amount of unused annual and personal time off that full-time\* staff and administrators may carry over into the next calendar year.

Length of Service	Time Off Earned Per Pay Period	Time Off Days Earned in Year	Time Off Hours Earned in Year	Annual Carryover Maximum
<b>ANNUAL TIME OFF (ATO)</b>				
Vacation, rest and relaxation, personal business, supplemental sick/medical needs				
0–3 years	4.61 hours per pay	15 days per year	120 hours per year	120 hours
3 –15 years	6.15 hours per pay	20 days per year	160 hours per year	160 hours
15 years or more	8.0 hours per pay	26 days per year	208 hours per year	208 hours
<b>PERSONAL TIME OFF (PTO)</b>				
Personal business obligations or unplanned events or emergencies, may include religious observance				
N/A – Same amount each year	N/A – All 24 hours granted on January 1 <sup>st</sup> or date of hire	3 days per year	24 hours per year	None – Use or Lose

\*These accrual rates and carryover maximum are for regular full-time employees working a 40-hour workweek. The accrual rates and carryover maximum for regular part-time employees is prorated based on their workweek in relation to a 40-hour workweek.

**Annual Time Off (ATO):** The last day to use ATO in 2023 is **Friday, December 22, 2023**. Any unused ATO exceeding the annual carryover maximum as outlined in the table above will be lost as of December 24, 2023.

**Personal Time Off (PTO):** The last day to use PTO in calendar year 2022 is also **Friday, December 22, 2023**. Unused personal time off cannot be carried over and, therefore, any remaining PTO will be lost as of December 23, 2023.

We encourage our staff and administrators to take time to step away from work, rejuvenate, and attend to personal and family needs and interests. Please communicate and work with your supervisor to ensure that you can do so. Additionally, we encourage our supervisors to work with their teams to allow employees to take time off routinely, while ensuring adequate staff coverage.

**Finding Your Time Off Balances:** Employees can view absence balances in Workday. Go to the **Absence app (suitcase icon)**. Your available balances as of today will display at the bottom of the Absence screen. These balances do not include future absence requests.



Absence

Available Balance as of Today

Does not include future absence requests

64.6 Hours - Annual Time Off Plan - Staff/Administrator
8 Hours - Enrichment Time Off Plan
4 Hours - Personal Time Off Plan
92.4 Hours - Sick Time Off

You can also view your Absence balances by a specific date. From the Absence app page, under View, click on **Absence Balance**. Enter the **As Of Date** and click **OK**. Your time off balances will display as of the date entered. Scroll down to view the specific details

<p>Request</p> <p>Request Absence</p> <p>Correct My Absence</p> <p>Request Return from Leave of Absence</p>	<p>View</p> <p>My Absence</p> <p><b>Absence Balance</b></p>
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Should you have any questions concerning time off accrual and/or carryover limits, please contact the HRSTM Help Desk at [HRSTM@montgomerycollege.edu](mailto:HRSTM@montgomerycollege.edu) or 240-567-5353.