

### Maximum Annual Leave Carryover

<b>Number of Hours Normally Scheduled to Work Each Week (does not include overtime)</b>	<b>Average Workday</b>	<b>Maximum Annual Leave Carryover in Hours</b>
<b>37.5</b>	<b>7.5 (37.5 hours divided by 5 workdays)</b>	<b>337.50 hours (7.5 hours x 45 days)</b>
<b>40</b>	<b>8 (40 hours divided by 5 workdays)</b>	<b>360 hours (8 hours x 45 days)</b>
<b>30 (part-time employee)</b>	<b>6 (30 hours divided by 5 workdays)</b>	<b>270 hours (6 hours x 45 days)</b>

The employee will retain this excess leave which is the maximum amount the employee may carry over in future years. If the employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess of 45 average workdays, will become the employee's maximum carryover into future years or less. If the amount of leave carried over is less than 45 average workdays, then 45 days will become the maximum amount of unused leave the employee may carry forward thereafter.