



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: January 14, 2021
SUBJECT: Use or Lose Annual Leave Balances Corrected

Dear Colleagues,

This communication is to inform you that our system administrators have corrected the issue that resulted in annual leave balances not correctly reflecting the USM's special carry-over provisions. Under the temporary exemption, covered employees may carry over up to 480 hours of accumulated leave in 2022. Annual leave balances have been corrected and are now up-to-date. To learn more about USM carry-over balance, please visit [here](#).

We sincerely thank you for your patience!

Regards,

Nitshu

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