



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: January 11, 2021
SUBJECT: Use or Lose Annual Leave Balances

Dear Colleagues,

As you know, the USM approved a temporary exception that allows up to 480 hours of annual leave to be carried over for 2021 and 2022. Employees with Annual Leave balances over 400 hours may notice that the balances are not accurately reflecting the USM approved temporary exception. Please know that the system administrators at UHR are diligently working to resolve the annual leave balances for employees impacted. We will notify you when the annual leave balances have been corrected.

More information about USM annual carryover balance can be found [here](#)

We greatly appreciate your patience.

Regards,

Nitshu

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