



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: November 19, 2021
SUBJECT: Use or Lose Reminder

Dear Colleagues,

This is a reminder that the deadline for using personal leave earned in 2021 is **January 1, 2022**. Any personal leave earned in 2021 that is not used by the deadline will be forfeited. Additionally, please note that USM has authorized a temporary exception to the annual leave carry-over limit to allow employees to carry up to 480 hours (prorated by total FTE) into 2022. This change applies to both bargaining and non-bargaining leave-earning employees and provisions of the guidance can be found on the [UHR website](#).

- The annual leave cutback for Calendar Year 2021 will occur on 1/1/2022.
- Based on the temporary exception, a maximum of 480 hours (prorated by Total FTE) may be carried over.
- Any unused portion of the 80 hours as of 12/31/22 will be forfeited.
- Unused additional hours of annual leave are not entitled to leave payout.
- All annual leave, including the additional annual carryover leave, will be stored in the current Annual Leave Bank. Employees will record annual leave as usual.

Should you have any questions, please do not hesitate to contact the [Office of Human Resources](#).

Regards,

Nitshu