

Janice K. Brewer
Governor



Scott A. Smith
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

100 NORTH FIFTEENTH AVENUE • SUITE 401
PHOENIX, ARIZONA 85007

(602) 542-1500

MEMORANDUM

TO: Agency Directors, Boards and Commissions

FROM: Scott A. Smith, Director 

DATE: October 7, 2011

RE: Annual Leave Carryover

Earlier this year, I issued a memorandum to encourage you to monitor annual leave balances, and to ensure employees were making appropriate plans to use excess annual leave. The purpose of that memorandum was to minimize the risk of employees losing the annual leave they have accumulated over the year, and to reduce the number of requests for annual leave carryover.

As the end of the year approaches, I want to again encourage you to review your employees' annual leave balances. Your human resources staff should be able to provide you with a report through HRIS listing any employee projected to have an annual leave balance at the end of the calendar year in excess of the applicable 240 or 320 hour maximum carryover limits. This information is also available to employees on the YES website at www.yes.az.gov.

I would appreciate it if you would communicate the importance of scheduling annual leave through the remainder of the year so that by the last day of the last pay period of the 2011 calendar year, January 6, 2012, your employees' annual leave balances will be at or below the maximum carryover limits. *As you know, any hours in excess of the maximum carryover limits are subject to forfeiture if no exception is granted.*

In the event that you find it necessary to request an exception allowing a covered or uncovered employee to carry over more than the applicable 240 or 320 hour maximum limits, the Department of Administration will consider your request. Please submit any request to the ADOA Human Resources Division, 100 N. 15th Avenue, Suite 261, no later than December 16, 2011. **Please note that your request must include the employee's plan of action for utilizing the excess annual leave and/or payoff of excess hours and attempting to ensure there will not be a carryover in future years.** The application to carry forward excess leave is attached for your convenience. A fillable form will be available on the YES website as well.

I appreciate your consideration in this matter. Should you have any questions or need any assistance, please contact Barbara Bratcher, Human Resources Consultant at 602-364-0126.

c: Kathy Peckardt, Human Resources Director
Marie Isaacson, Human Resources Deputy Director
Barbara Bratcher, Human Resources Consultant

Attachment