

In normal times, there are limits on the amount of benefit time employees can carry over each calendar year. Because the pandemic has made it difficult for many employees to take time off during 2020 and caused many to cancel vacations, we are making temporary changes to these limits. See below for the details on how this affects each entity.

- **Vacation Time (UAB and UAHSF):** Employees of UAB and UAHSF accrue vacation time each pay period. Normally, each December 31, employees can carry over 2 times their annual vacation accrual into the next calendar year. Hours in excess of this amount normally roll into sick time. In response to the unusual circumstances this year, the following will apply:
  - UAB and UAHSF will allow employees to carry over up to 3 times their annual accrual into 2021 and 2022. This will give employees two years to use vacation time with the higher carry-over.
  - On December 31, 2022, the limit will revert to 2 times the annual accrual, and any excess vacation will roll into sick time.
  - The chart below outlines the current and revised carry-over amounts for vacation time for full-time employees. Part-time employee accruals are prorated based on FTE.

Payroll Group	Years of Service	Full-Time Annual Accrual	Current Max Carry-over (2x Annual Accrual)	Revised Max Carry-over (3x Annual Accrual)
Bi-weekly	1 – 10 years	12 days	24 days	36 days
Bi-weekly	11 – 20 years	17 days	34 days	51 days
Bi-weekly	21+ years	22 days	44 days	66 days
Monthly	1 – 5 years	15 days	30 days	45 days
Monthly	6 – 15 years	20 days	40 days	60 days
Monthly	16+ years	22 days	44 days	66 days

- **Does the temporary annual carryover limit have an impact on the maximum vacation payout allowed at termination of employment from UAB/UAHSF as defined in [Vacation – HR Policy 301](#)?** No. Terminal vacation payout remains the same at a maximum of 22 days regardless of years of service.
- **Earned Time Off (ETO-Callahan Eye Hospital):** Callahan employees can normally carry over up to 96 hours of ETO each December 31. Any amounts over this are normally paid out at a reduced rate. Callahan employees will have the option to receive the normal payout or carry their hours forward into 2021 and 2022. At the end of 2022, the limit will revert to 96 hours. Callahan employees will receive further instructions from Human Resources on how to make their elections.
- **Paid Time Off (PTO-UAB Health System):** Health System staff have unused PTO paid out each calendar year, so there isn't a carry-over into the next year. This practice will remain the same for UABHS employees.