



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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Voice/Relay

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TO: Howard County Employees

FROM: Lonnie R. Robbins
Chief Administrative Officer

SUBJECT: Carry-Over Leave from FY20 into FY21

DATE: April 21, 2020

This communication was sent via global email to all Howard County employees on Tuesday, April 21, 2020 at 3:04 p.m.

Dear Employees,

As FY20 draws to a close, some employees may be concerned about their leave balances.

Under current policy, most employees have a fiscal year end carry over of a maximum of 40 days (320 hours), except for employees governed by a collective bargaining agreement. Typically, the County's policy permits the Chief Administrative Officer to approve the carry-over of an additional 15 days (120 hours) "based on emergency staffing needs by recommendation of the Appointing Authority." However, as a result of the COVID-19 pandemic and the resulting challenges caused by it, the Administration has reviewed this policy.

While the County encourages employees to use their annual leave, we understand the realities of these uniquely challenging times as well as the need to ensure effective functioning of County government. Effective immediately, the carry over leave policy will be suspended until further notice. This also extends the carry-over of annual leave to employees covered by bargaining units and subject to carry-over limits within their agreements.

After the County has emerged from this pandemic and returned to normal operations, we will advise you all of the new deadline to reduce leave FY20 balances. If there are any questions, please do not hesitate to contact Janssen E. Evelyn (jevelyn@howardcountymd.gov) or John K. Peterson (jpeterson@howardcountymd.gov).

Stay safe and thank you for your continued dedication.