

**JANET
NAPOLITANO**
Governor



WILLIAM BELL
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

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MEMORANDUM

TO: Agency Heads, Boards and Commissions.

FROM: William Bell, Director

DATE: August 5, 2008

SUBJECT: ANNUAL LEAVE CARRYOVER

I am requesting that all agencies, boards and commissions encourage employees to plan now for the use of their accrued annual leave during the remainder of calendar year 2008. This will minimize the risk of employees losing annual leave and reduce the number of requests for exceptions for annual leave carryover.

In consideration of the costs associated with excessive annual leave upon an employee's separation, I encourage all agency management to monitor annual leave balances of both covered and uncovered employees. The maximum number of annual leave hours an employee may carry over into a new calendar year is 240 hours for covered employees and 320 hours for uncovered employees. Please ensure employees are making appropriate plans to use excess annual leave.

If you have any questions, please feel free to contact your agency Human Resources Office.

cc: Kathy Peckardt, Human Resources Director
Laura Krause, Human Resources Deputy Director
Satellite Office Managers