

# University Staff Annual Leave Accrual Comparison

Following are comparison tables showing the new annual leave accrual plan implemented on Jan. 10, 2024 and the old annual leave accrual plan for university staff.

New annual leave accrual					Old annual leave accrual				
Years of Service	Hours Earned per Pay Period	Hours Accrued per Year	Maximum Carry Over in Hours*	Maximum Payout Limit in Hours	Years of Service	Hours Earned per Pay Period	Hours Accrued per Year	Maximum Carry Over in Hours*	Maximum Payout Limit in Hours
0 - 4	6	144	192	192	0 - 4	4	96	192	192
5 - 9	7	168	240	240	5 - 9	5	120	240	240
10 -14	8	192	288	288	10 -14	6	144	288	288
15 -19	8	192	336	288	15 -19	7	168	336	288
20 -24	8	192	384	336	20 - 24	8	192	384	336
25 or more	9	216	432	336	25 or more	9	216	432	336

\* Carry-over balance is calculated before annual leave earnings are applied for the period of Dec. 25 - Jan. 9. Employees may keep the annual leave they earn on Jan. 9. In order to not lose any leave on Jan. 9, employees must be at their carry-over amount plus the Jan. 9 earnings.

For information on classified staff annual leave accrual, visit the [staff leave page](#) on the Human Resources website.