

# UNIVERSITY of HOUSTON

## HUMAN RESOURCES

In accordance with state and system policies, vacation hours over the maximum carry forward balance on August 31 will be moved to Sick Leave.

Maximum carry forward limits are based on your total years of qualified state service.

See the list below for the maximum number of hours that can be carried forward for full-time employees based on service years.

Part-time employees accrue vacation leave on a proportionate basis and the maximum carry over will also be proportionate.

<b>LENGTH OF STATE SERVICE</b>	<b>HOURS ACCRUED PER MONTH</b>	<b>ALLOWABLE CARRYOVER</b>
Less than 2 years	8	180
At least 2 but less than 5	9	244
At least 5 but less than 10	10	268
At least 10 but less than 15	11	292
At least 15 but less than 20	13	340
At least 20 but less than 25	15	388
At least 25 but less than 30	17	436
At least 30 but less than 35	19	484
At least 35 or more	21	532

Policy: SAM 02.D.01