

MAXIMUM BALANCE OF ACCRUALS – RF EMPLOYEES

All Research Foundation employees can carry over:

Vacation 300 hours (40 days)

Sick 1500 hours (200 days)

If you exceed the maximum on January 1st your hours over will be cut to the maximum.

This is an automated process run by RF central, please be certain that timesheets are submitted and approved in a timely manner, not doing so could result in loss of accruals.