

**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 1<sup>st</sup> 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.**