

Memorandum 88-85

Subject: Carryover of Excess Vacation Hours

The general rule is that a state employee may not carry over into the next calendar year more than 400 hours of vacation credit without permission of the appointing authority. During the last two years the Commission has authorized members of the legal staff to carry excess vacation credit over into the following calendar year.

The Executive Secretary requests that he be authorized to carry over not more than 186 hours of excess vacation credit into 1989.

It should be noted that there has been a continuing reduction in the amount of excess vacation credit the Executive Secretary has carried over during the past several years:

- Carried over into 1987 -- 455 hours.
- Carried over into 1988 -- 285 hours.
- Carried over into 1989 -- 186 hours (proposed).

Respectfully submitted,

John H. DeMouilly
Executive Secretary