

Please do not make leave adjustments for annual leave lost over 360 hours

This message is intended for business managers, HR partners, and others who use the eLeave System. Please forward to anyone with a need to know.

Please be aware that the administrators of the eLeave system will make all adjustments relating to annual leave lost by employees in your units if they had annual leave accruals over 360 at the end of December, 2016. **These mass adjustments will be applied by the eLeave administrators during the first week of February.**

Therefore, if employees in your units will lose leave because they had over 360 hours of annual leave on December 31, 2016, please do not make any "leave lost" adjustments for those employees during January. In addition, January is the time to apply leave taken in 2016 before the automatic "leave lost" adjustments are made in February.

If you have any questions about making adjustments in the eLeave System, please contact Baileigh Barnes at 706-583-0235 or baileigh@uga.edu or Kim Eberhart at 706-542-6077 or keber@uga.edu.

Thanks!

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