



The employee must submit a request to use annual leave on or before October 15, 2026. The requested leave may be scheduled for any date through December 31, 2026.

2. Written Denial Required.

The employee's request for annual leave must be denied in writing by the appropriate approving authority.

3. Employees with Final Leave-Approval Authority.

An employee who has final authority to approve the use of their own annual leave must not have received payment for annual leave hours in excess of 240 during the preceding calendar year in order to qualify for payment under this provision.

All annual leave requests must still be submitted, documented, reviewed, approved or denied by the employee's supervisor. A written request for annual leave that is submitted by an employee within a reasonable time before the date upon which the annual leave is requested to commence must be approved or denied by the appointing authority, in writing, before the date upon which the annual leave is requested to commence or within 15 days after the appointing authority receives the request, whichever is sooner. Documentation may be maintained through email or a written memorandum and should clearly identify the date the request was made, the amount of leave requested, and the supervisor's decision.

Employees may review their current annual leave balance on their most recent pay stub or on the NEATS Home Page under the Time and Leave section. Request for a list of employee's current annual leave balance can be requested through the Department's Human Resources.

Payment of Excess Annual Leave

Payment for annual leave hours in excess of the applicable carryover limit (for example, 240 or 480 hours) will be made to eligible employees no later than January 31, 2027, provided all applicable statutory or CBA requirements have been satisfied.

Employees who have final authority to approve the use of their own annual leave and received payment for annual leave hours in excess of 240 during calendar year 2025 are not eligible to receive payment for excess annual leave under this provision for calendar year 2026.

Agencies should ensure that employees and supervisors are aware of these requirements and that all applicable leave requests and supporting documentation are maintained appropriately through the end of the calendar year.