


Joseph L. Smith
Chairman, Board of Commissioners

Janet Abrahams
President / Chief Executive Officer



TO: HABC Employees
FROM: Janet Abrahams, President/CEO 
SUBJECT: Universal Leave Conversion – 2020
DATE: July 28, 2020

Due to the continued interest in Universal Leave (UL) conversion, HABC has decided to offer its employees the opportunity to convert accrued UL earned twice this year.

Listed below are the established periods for employees to participate in the conversion process.

Universal Leave Balance	Sign up Dates	Scheduled Payout Dates During 2020
As of July, 31	August 10 – August 13	August 21
As of October, 31	November 2 – November 5	November 13



Each Department will receive a detailed list of employees eligible for the UL cash conversion. To be eligible for UL conversion, the following criteria must be met:

- An employee must have a minimum of 150 hours (20 days) of accrued UL remaining after the UL conversion; and
- All employees may only convert a maximum of 180 hours (24 days) of UL in FY 2020.

Any employee, who would like to convert UL, must sign next to their name on the attached forms and indicate the number of hours to convert consistent with the terms outlined above. Each payroll contact will receive a signup form that lists the leave balances to circulate from HABC payroll. Telecommuting employees, in lieu of providing a signature, should email the department payroll contact copying their supervisor their instructions on whether or not they wish to take advantage of this offer, if participating, the email should clearly list the information referenced at the beginning of this paragraph. To reiterate, all employees whose names appear on the list must indicate if they wish to participate or not in the UL conversion.

Note that the number of hours eligible for UL conversion may vary each year solely at HABC's discretion based on budgetary restrictions, and that the 900-hour maximum UL balance remains in effect. Please contact the Payroll Department at 410-396-3307 if you have any questions.

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