**DBM Announces a new category of leave due to the COVID-19 Pandemic which impacts compensatory time expiration and forfeiture rules for certain leaves**

* Retroactive to January 1, 2020, the expiration date for compensatory time for FLSA-**exempt employees** will be extended from one year from the date the compensatory time is earned to two years.
* Beginning in calendar year (CY) 2021, certain compensatory time and annual leave that otherwise would have been lost will be made available to employees. This category of leave will be called “Pandemic Carryover.”
* Pandemic Carryover Leave will include:
  + All compensatory time earned in CY 2019 and lost in CY 2020.
  + All compensatory time earned in CY 2020 and not used.
  + Any additional compensatory time earned beginning in CY 2021 and not used through the end of the pay period 6 months beyond the end of the emergency period.
  + ***For Exempt (not eligible for OT) and Non-Exempt (eligible for OT) employees-*** All annual leave forfeited at the end of CY 2020 and at the end of each calendar year thereafter until the end of the pay period 6 months beyond the end of the emergency period.
* Pandemic Carryover Leave will not expire but is ***not subject to cash out*** and may be used for any reason after obtaining approval from your supervisor.
* Compensatory time earned in lieu of cash overtime will not be eligible to be placed in the Pandemic Carryover category since it does not expire.
* Employees who are eligible for this category of leave will be able to view it in the Time Off worklet under the title, “Pandemic Carryover.” Employees should not expect to see annual leave that will carryover until January 13, 2021 since it is not subject to forfeiture until that date, but this category may populate sooner with compensatory time that otherwise would expire.