TM-05 Callback Comp Leave

Purpose

The purpose of this job aid is to explain callback comp leave including eligibility, accrual, usage, payout, error handling, reporting, and adverse weather.

Callback Pay provisions are covered in the On-Call and Emergency Callback Pay policy: On-Call and Emergency Callback Pay.

In the event that an employee (EE) is eligible for Emergency Callback and is called back to work, the EE is guaranteed a minimum of two hours compensation. If the EE records less than the minimum, the hours necessary to guarantee the minimum compensation of two hours are considered imputed hours.

In the event that an EE is eligible for Emergency Callback and is required to respond remotely to a work situation, the EE is guaranteed a minimum of 0.5 hours compensation. If the EE records less than the minimum, the hours necessary to guarantee the minimum compensation of 0.5 hours are considered imputed hours.

Imputed hours can be paid immediately or accrued as comp time to ensure the minimum compensation amounts.

Eligibility

Only FLSA Subject EEs are eligible to accrue imputed callback hours as Callback Comp.

Eligibility for Callback Comp is a position setting, similar to the other time settings assigned at the position level (Overtime Compensation, Night Shift Premium, etc...). The existing Callback infotype has been modified to include an immediate payout option as well as an aging period for accruals in the event that a position is not set for immediate payout.

Note: Even though the accrual option has been previously available on the Callback infotype, there was no functionality behind the setting. As a result, all imputed hours related to callback have been paid immediately.

The option to accrue comp time for imputed callback hours is available only from 1/1/2013 forward. Agencies can continue to pay immediate for imputed callback hours or they can update the eligible positions to accrue effective on or after 1/1/2013. Immediate payout of imputed callback hours is the only option prior to 1/1/2013. This date stamp functionality will prevent any previously compensated hours from being recovered as a result of retroactive position changes.

At the time of implementation, BEST will convert all existing Callback infotypes to the new format. All existing infotypes will be set to immediate payout since this has been the behavior since go-live. Agencies will then have the option to set any positions as eligible from 1/1/2013 forward by copying the existing infotype and creating a new one with the desired aging period.

Note: The new settings on the existing Callback infotype will not be available immediately in the OM workflow for position creation/maintenance. The creation/maintenance should be handled outside Workflow via transaction PO13.

Accrual

Callback Comp hours will be accrued to a separate quota, Callback Comp Time (Quota 23). Because only FLSA Subject EEs are eligible for callback, Quota 23 will be available only for Subjects EEs. The hours between the

recorded amount of callback and the minimum of two hours will be accrued on the date the callback is recorded. Likewise, the hours between the recorded amount of remote callback and the minimum of 0.5 hours will be accrued on the date the remote callback is recorded. If the amount of callback or remote callback is equal to or greater than the minimum amounts of two hours and 0.5 hours respectfully, then there is no accrual to Callback Comp. A new IT 9901 (Leave and Liability Aging) subtype, subtype 6025 (Callback Compensatory Time), will handle the aging and usage of the new quota. The payout date of the aging records will be based on the payout period specified on the position setting. There is no maximum limit for Callback Comp accrual.

Usage

Callback Comp Time (Quota 23) is part of the Approved Leave Hierarchy. The new hierarchy is defined as follows. The hierarchy also includes new quotas for Emergency Closing Comp (Quota 27) and Incentive Leave (Quota 29).

- 22 - Holiday Comp Time
- 20 - Overtime Comp Time
- 21 - Gap Hrs Comp Time
- 23 - Callback Comp Time
- 26 - On Call Comp Time
- 24 - Travel Compensatory Time
- 27 - Emergency Closing Comp Time
- 29 - Incentive Leave
- 10 - Vacation Leave
- 50 - Bonus Leave
- 31 - Adv Vacation Leave Allowed

Callback Comp leave taken will be paid on new Wage Type 1358 (Callback Comp Leave). Callback Comp Leave will be eligible for offset.

Payout

If Callback Comp Time hours remain unused for the duration of the payout period, they will be paid out on the aging date using Wage Type 1359 (Callback Comp Payout). If an employee separates or becomes FLSA exempt, then the balance of Callback Comp hours will be paid via an IT 416 (Quota Compensation), new subtype Z008 (Callback Comp Payout) entry. The IT 416s are created manually.

Error Handling

If an EE is FLSA exempt by Employee Subgroup assignment and holds a position set as Callback eligible, message E2 will be generated as a warning/informational message:

E2 - NFLSA EE not Eligible for Callback

If an EE holds a position set as Callback Comp eligible prior to the date stamp of 1/1/2013, message E1 will be generated as a hard stop error:

E1 - Callback Acc Not Allowed < 1/1/2013

If an IT 2013 for Callback Comp is created for an EE in a position that is not set as eligible for Callback Comp accrual, message D9 will be generated as a warning/informational message:

D9 - EE not eligible for CB Comp IT 2013

If an EE has a remaining balance for Callback Comp (Q23) prior to the date stamp of 1/1/2013, message E4 will be generated as a hard stop error:

E4 - Callback Comp Balance < 1/1/13

Reporting

A new series of "T Series" Time Types (T23X) is available for Callback Comp earned, used, offset, paid out, etc... Similar reporting Time Types are available for all other quotas. Also, the Time Statement will show Callback Comp Time in the event that an EE has activity for this quota in a given month.

Adverse Weather

Both Callback Comp Accruals and Callback Hours Paid Immediate are eligible for Adverse Weather (AW) Liability recovery in the event that an EE earns callback compensation and has an existing AW Liability. Recovering AW liabilities with Callback Comp Accruals will be valid from 1/1/2013 forward, the same effective date of the new Callback Comp Time quota. Recovering AW liabilities with immediate Callback pay will occur from 1/1/2013 forward only. Any immediate payout of Callback prior to 1/1/2013 will continue to result in payment, regardless of outstanding liabilities.

Callback Comp is included in the recovery hierarchy associated with IT 2012-ZAWA, which recovers outstanding liabilities from available quotas in the Approved Leave hierarchy.

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