



# SPECIAL LEAVE QUOTA 55

## JOB AID TM-27

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The purpose of this job aid is to explain special leave quota 55 including eligibility, accrual, usage, payout, error handling, and reporting.

Absence type, **Special Leave (9712)**, was created for use in the Integrated HR/Payroll System. As specified in Senate Bill 402, 40 hours of Special Leave is available for use for work dates between July 1, 2013 and June 30, 2014. If unused prior to June 30, 2014 the remaining awarded Special Leave hours will expire. All remaining/unused Special Leave hours upon immediate Retirement are payable.

Special Leave Payout will be reported to ORBIT as Bonus leave. Agencies will need to include Special Leave Payout on the Retirement Form 6 as Bonus leave.

### Eligibility

Full-time and permanent part-time leave earning employees in pay status as of 7/1/2013 were awarded 40 hours of Special Leave for FY 2013-2014. The award was pro-rated for part-time employees (half-time or greater) as well as 10 or 11-month employees.

Non-BEACON to BEACON transfer employees' Special Leave quota will be managed by Best Shared Services-Tier 3: Time Operations. Requests should be submitted by placing a ticket with Best Shared Services.

### Accrual

Special Leave hours will be managed in a separate quota, **Special Leave (Quota 55)**. On 7/1/2013, all eligible employees received an accrual to the special leave quota. The Special Leave quota will have validity and deduction dates that correspond to the fiscal year, 7/1/2013 - 6/30/2014.

### Usage

Special leave can be used only within the specified fiscal year. It is recorded on the timesheet using type 9712. Special Leave (Quota 55) is subject to offsetting behavior similar to Community Service Leave.

Special Leave taken will be paid on new **Wage Type 1361 (Special Leave)**.

## Payout

Special Leave hours remaining unused when the employee separates due to immediate retirement from the State-supported retirement system should be paid out via an **IT 416 (Quota Compensation), new subtype Z009 (Special Leave Payout)** entry.

Special Leave Payout will be reported to ORBIT as Bonus leave. Agencies will need to include Special Leave Payout on the Retirement Form 6 as Bonus leave.

Special Leave Payout upon immediate retirement will be paid on new **Wage Type 1362 (Special Leave Payout)**.

## Error Handling

Insufficient quota error messages in CAT2 will prevent hours recorded in excess of an employee's Special Leave balance.

## Reporting

A new series of "T Series" Time Types (T55\*) is available for Special Leave earned, used, offset, paid out, etc... All related time types are included in variant **/ZSPEC\_LEAVE** (Special Leave Reporting). Similar reporting Time Types are available for all other quotas.

The Time Statement also will show Special Leave when an EE has activity for this quota in a given month.

T Series : /ZSPECIAL LEAVE

T55A – Accrual

T55O – Offset

T55U – Used

T55P – Paid

T55R – Remaining Balance

T55X – Expiring Amount

PT50 (Quota Overview) will display the Special Leave quota and the absences which have deducted from the quota.