



**Ohio Department of
Administrative Services**
DIVISION OF HUMAN RESOURCES
30 EAST BROAD STREET
COLUMBUS, OHIO 43266-0405

George V. Voinovich
Governor

James Conrad
Director

March 22, 1995

Payroll Letter 681
Supersedes Payroll Letter 655

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of
All Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: Adoption/Childbirth Leave - Payroll Reporting

The Adoption/Childbirth Leave Policy is in effect for all eligible exempt employees and employees covered by the FOP 1, FOP 2, FOP 15, OCSEA, 1199, OEA, and UFCW collective bargaining agreements. Please refer to the attached policy for detailed information regarding Adoption/Childbirth Leave eligibility and benefits.

Please make note of the following items:

- The Adoption/Childbirth Leave policy has been revised to give Appointing Authorities the opportunity to allow employees to work during this leave period. As a result, we had to make a significant change to how Adoption/Childbirth leave is calculated. Instead of calculating 70 percent of the employee's rate of pay, you will need to calculate 70 percent of the payable Adoption/Childbirth leave hours. Please follow the steps outlined in the attached calculation form to complete these calculations.
- An employee who gives birth may utilize Adoption/Childbirth Leave in lieu of disability leave. The employee will receive employer paid health insurance, after the waiting period, for the remaining four weeks of paid Adoption Childbirth leave. The system has been programmed to automatically reimburse birth mothers for their share of health insurance during the pay period in which health insurance is normally deducted. It is each agency's responsibility to appropriately use the code BIRTHMOM to "trigger" this reimbursement.
- Adoption/Childbirth Leave shall not be granted beyond six weeks from the date of birth or adoption.

Please contact Payroll Processing at (614) 466-2831 with any questions relating to the posting procedures of Adoption/Childbirth Leave.

RLC/SRG/SWT

Attachments

ADOPTION/CHILDBIRTH PAYROLL CALCULATION/POSTING FORM

Please follow the steps outlined below for Adoption/Childbirth Leave calculations:

1. Determine number of hours in the pay period the employee is entitled to be paid A/C leave.
2. Calculate 70 percent of the “payable” number of hours.
3. Credit employee with 70 percent of the payable hours at 100% of the employee’s rate of pay.
4. Employee works and/or supplements the remaining portion of the pay period.

Example 1 *Pay period in which the full-time employee is eligible to receive paid A/C leave for the entire 80 hours of the pay period and the employee does not work during the pay period:*

Step 1 10 days *times* 8 hours = 80 Hours

Step 2 80 Hours *times* “.7” (70%) = 56 Hours

Step 3 \$10.00 (Reg. rate) *times* 56 Hours

Step 4 Hours needed to supplement or work **24.0 Hours** (80 Hrs. *minus* 56 Hrs.)

4a Subtract Hours Worked (During paid A/C) **0.0 Hours**

4b Hours Needed to Supplement **24.0 Hours** *

POSTING PROCEDURES for Example 1

LESS 80 HRS
PLUS 56 HRS @ 10.00 BIRTHDAD
PAY 1 ADJ \$240.00 BIRTHDAD (*Supplement*)

* *Remember to post leave usage for supplemented hours*

**ADOPTION/CHILDBIRTH
PAYROLL CALCULATION/POSTING FORM**

Example 2 *Pay period in which the full-time employee is eligible to receive paid A/C leave for the entire 80 hours of the pay period and the employee works 30 percent (24 hours) of the pay period:*

Step 1 10 days *times* 8 hours = 80 Hours

Step 2 80 Hours *times* “.7” (70%) = 56 Hours

Step 3 \$10.00 (Reg. rate) *times* 56 Hours

Step 4 Hours Worked: 24 Hours (30% of pay period hours) *times* \$10.00

POSTING PROCEDURES for Example 2

**LESS 56 HRS
PLUS 56 HRS @ 10.00 BIRTHDAD**

Example 3 *Pay period in which the first four days are the end of the waiting period that the employee worked. The employee also worked one day of the paid benefit period.*

Step 1 Remaining 6 days in the pay period *times* 8 hours = 48 Hours

Step 2 48 Hours *times* “.7” (70%) = 33.6 Hours

Step 3 \$10.00 (Reg. rate) *times* 33.6 Hours

Step 4 Hours needed to supplement or work 14.4 Hours (48 Hrs. *minus* 33.6 Hrs.)

4a Subtract Hours Worked (During paid A/C) 8.0 Hours

4b Hours Needed to Supplement 6.4 Hours *

POSTING PROCEDURES for Example 3

LESS 40 HRS (Remember, the employee worked five days)
PLUS 33.6 HRS @ \$10.00 BIRTHDAD
PAY 1 ADJ \$64.00 BIRTHDAD (Supplement)

* Remember to post leave usage for supplemented hours