



**Ohio Department of
Administrative Services**
HUMAN RESOURCES DIVISION
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November 5, 1998

Payroll Letter 745

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: Sick and Personal Leave Accrual - 26th Pay Period

Several collective bargaining agreements provide for the accrual of new sick leave and/or personal leave. The intent of the collective bargaining agreements were that employees in an active pay status would receive a specific amount of new sick leave and personal leave during the Leave Year. The Leave Year begins with the pay period which includes December 1st through the last pay period in November of the following year.

Employees covered by the following collective bargaining agreements will have their new sick leave accrual limited on the last pay period of the Leave Year, the pay period ending November 21, 1998.

Collective Bargaining Unit or Employee Affiliation	Maximum Accrual of Sick Leave		
	<u>First 25 PP's</u>	<u>+ 26th PP</u>	<u>= Annual Limit</u>
01 (FOP).....	3.1	2.5	= 80.0
02 (FOP).....	3.1	2.5	= 80.0
03, 04, 05, 06, 07, 09, 13 and 14 (AFSCME).....	3.1	2.5	= 80.0
10 (OEA).....	3.1	2.5	= 80.0
11 AND 12 (1199).....	2.77	2.75	= 72.0
15 (FOP).....	3.1	2.5	= 80.0
40 (CWA).....	3.1	2.5	= 80.0
45 (AFSCME - Attorney General)	3.1	2.5	= 80.0
50 (AFSCME - Auditors).....	3.1	2.5	= 80.0
55 (AFSCME - Treasurer).....	3.1	2.5	= 80.0
46 (FOP).....	3.1	2.5	= 80.0
48 (FOP).....	3.1	2.5	= 80.0

Full time employees with an appointment date after 12/06/97 and all part time employees, will **not** have reached their Maximum Accrual Limit during the Leave Year, and therefore, the Payroll System will **not** limit their accrual on the 26th pay period.

Full time employees who had “Less” hours during the Leave Year may not have reached their Annual Limit but will be limited on the 26th pay period. Agency Payroll Office’s should adjust these employees as soon as possible.

Employees covered by the following collective bargaining contracts will have their personal leave accrual rate adjusted on the pay period ending November 21, 1998.

Collective Bargaining Unit or Employee Affiliation	Maximum Accrual of Sick Leave		
	<u>First 25 PP's</u>	<u>+ 26th PP</u>	<u>= Annual Limit</u>
01 (FOP).....	1.23	1.25	= 32.00
02 (FOP).....	1.23	1.25	= 32.00
08 (UFCW).....	1.23	1.25	= 32.00
15 (FOP).....	1.23	1.25	= 32.00
46 (FOP).....	1.23	1.23	= 32.00
48 (FOP).....	1.20	2.00	= 32.00

RLC/atd