



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

Bob Taft, Governor

C. Scott Johnson, Director

November 10, 1999

Payroll Letter 763
Supersedes Payroll Letter 743

TO: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards & Commissions

FROM: Robert L. Cruse, State Payroll Administrator

SUBJECT: Sick and Personal Leave Conversion

Each year full-time employees (appointment types 01, 11, and 17) and part time employees (appointment types 04, 13, 18 and 19) have conversion options with regard to sick leave and personal leave credit from the previous year. However, please note that **exempt** part-time employees are not entitled to receive personal leave. The leave conversion will take place for the pay period ending November 20, 1999, which will be paid to employees on payday December 3, 1999. Employee options are:

- Conversion to cash of all or any portion of the unused personal leave and/or sick leave accruals from the benefit year that has just ended;
- Conversion of personal leave to sick leave;
- Personal leave balance may be carried forward except those hours which exceed the maximum allowable balance;

The maximum hours of conversion are as follows:

<u>Collective Bargaining Unit or Employee Affiliation</u>	<u>Maximum Conversion</u>	
	<u>Sick Leave</u>	<u>Personal Leave</u>
Exempt	80	40
01	80	40
02	80	40
03,04,05,06,07,09,13, and 14	80	40
08	80	40
10	80	40
11 and 12	72	60
15	80	40
40	80	48
45, 50, and 55	80	40
46	80	40
48	80	40

To inform employees of their options and provide a means for them to communicate their choice to their payroll officer, forms have been prepared for each eligible employee. These forms are to be distributed to employees with their paycheck on October 22, 1999. Each employee should record their choices, sign and return the form to their payroll officer **no later than** November 10, 1999.

The forms reflect sick and personal leave balances as of pay period ending October 9, 1999. The payroll system will automatically adjust any requests for payment or conversion to reflect sick and/or personal leave used and/or accrued between October 10, 1999 and November 20, 1999. Sick leave balances will be carried forward unless otherwise requested. Personal leave balances in excess of the allowable maximum will be paid without request.

Employees who receive a lump sum of personal leave during the pay period which includes December 1 and wish to receive a personal leave conversion on payday December 3, 1999 **must** complete the Conversion Form. Since conversion is being made one pay period prior to new leave being credited, **no** automatic conversion of personal leave to cash will be made for the December 3, 1999, paycheck. However, if the form is not completed and no leave is used, the employee will receive an automatic conversion of personal leave to cash of those hours which exceed the maximum allowable balance on payday December 17, 1999.

Sick leave will be paid off at a percentage of the regular rate of pay determined by the number of hours subject to conversion and the bargaining unit (see tables), while personal leave will be paid at one hour for each one hour converted. Such payments are subject to 28% federal tax, 3.5% state tax, 1.45% Medicare and regular local taxes. Payments are not subject to retirement contributions.

Conversion Rate for Bargaining Units 01,02,03,04,05,06,07,08,09,10,13,14,15,45,46,47,48,50,51, and Exempts

Sick Hours Subject To Conversion	Percentage of Regular Rate
80 Hours	75%
72 Hours to 79.9 Hours	70%
64 Hours to 71.9 Hours	65%
56 Hours to 63.9 Hours	60%
48 Hours to 55.9 Hours	55%
47.9 And Less	50%

Conversion Rate for Bargaining Units 11 and 12

Sick Hours Subject To Conversion	Percentage of Regular Rate
72 Hours to 79.9 Hours	70%
64 Hours to 71.9 Hours	65%
56 Hours to 63.9 Hours	60%
48 Hours to 55.9 Hours	55%
47.9 and Less	50%

Judiciary Employees and Treasure of State (55,56) will still convert sick leave at one hour for every two hours of sick leave (50%).

Please enter the proper conversion information on-line (refer to Exhibit A) to the employee's payroll record from **October 29, 1999 through November 24, 1999 during the times that the payroll file can be updated.** All leave conversions posted to the payroll file by November 20, 1999 will be printed on a report which can be picked up in Payroll Processing on or after November 22, 1999.

Forms are to be retained by payroll officers and are not to be sent to DAS, Human Resources Division.

RLC/bc

EXHIBIT A

The entries to be made to payroll via computer terminal for pay period ending November 20, 1999, which will be paid to employees on December 3, 1999, must be in the following format:

- SC 00.0 Sick leave to be converted to cash
(not to exceed maximum in table)
- PC 00.0 Personal leave to be converted to cash
(not to exceed maximum in table)
- PS 00.0 Personal leave to be changed to sick leave

If an employee wishes to convert his/her entire balance of accumulated leave, the payroll officer should post the maximum (**80 hours for sick leave and 60 hours for personal leave**) amount allowed for that employee pursuant to the collective bargaining agreement or civil service law. This will eliminate the need to compute the employee's actual leave balance. You may post the following to the employee's payroll record using CICS: SC=80.0 and/or PC=48.0 and/or PS=48.0 As an example if an employee covered by the 1199 agreement wishes to have all available sick leave converted, you will post SC=72.0, the maximum number of hours available for conversion even though the employee may have less than 72 hours. The payroll system will convert the number of hours the employee has available.

To enter December conversion data via computer terminal you must complete the following steps, as you do to post payroll on-line:

-  Sign on to the CICSFIN region
-  Type **PAYU** followed by the employee's name
-  Once you have the employee's payroll record displayed, press the **PF4** key
-  Type the data in the fields outlined below, maintaining the proper decimal alignment
-  When completed, press the **PF1** key to update the file

PAYU 100-200=009990		Pay Period 11 06 1999		Charity Deds: Ded Calc Amt:		
Name	DOE, ERNIE K	Educ	16 BS COMP SC	1	.00 S01 26.22	
SSN	123-45-6789	Sic+Pl Acc	Emp Age 29 - 340	2	.00 MD1 % 1.45	
PCN	44444.4 A	Union-Flg	C Ret Srv 00 - 000	3	.00 All 16.77	
Hq Cnty	FRAN	Medb-Flg	Vac Srv 00 - 000	Dec Conv: E06 100.00		
		Spec-Flg	Prob Hr .0	SC 00.0 F15 % 2.00		
		Pail-Flg	Mil Bal 176.0	PC 00.0 .00		
		Unif-Flg	LOAI/Disa 0	PS 00.0 .00		
Ref #	02302	Fund	125 SpRC HPA2 SAC 6PJ AdRC HSPA Prog	.00		
Grnt		Proj	Sub MRU RCat Loca Act	.00		
Year To Date Bals:		Attachments:		Seniority Data: Employee Benefits: Agency Data		
Gross	47,293.10	Sup	.00	State 03 20 1995	Hosptp SIN Tier 1 A	
Fed Tax	8,742.00	Gar	.00	St Crdt 120.0000	Pt Hosp Hr .00 B	
St Tax	1,753.41	IRS	.00	St Rank 000	GLI Amt 55,000 C	
SDIT	.00	Wag	.00	Inst 00 00 0000	GLI Tax .40 D	
DefComp	.00	Bnk	.00	In Crdt 0.0000	GLI Cost .00 E	
Hosp	166.05	Total	.00	In Rank 000	D/V Elig 2 F	
Medicare	683.33				Dental 1S 41.50 G	
City Tax	945.85	Transfer From	000 - 000	0.0	Vision 1S .00 H	
Retirmt	2,579.65				DCSA N CCV N I	
Last Terminal Update:	TTUB	ROMC	19991109 18:43	New/Seq	999990 J	
F1=Updt	F2=EHOC	F3=Exit	F4=PAYU1	F5=POSU	F6=EARN	F7=Prev F8=Next F12=Rstr

December conversion entries are to be typed into the fields displayed in bold above.