



Ohio Department of Administrative Services

HUMAN RESOURCES DIVISION
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BOB TAFT, GOVERNOR

C. SCOTT JOHNSON, DIRECTOR

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Payroll Letter 773

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

From: Robert L. Cruse, State Payroll Administrator
Department of Administrative Services

Subject: Disability Supplementation

Based on the Ohio Revised Code and the bargaining unit contracts, the total amount received by an employee while receiving disability benefits supplemented by sick leave credit, personal leave credit, and vacation leave balances, plus any amount contributed by the state on behalf of the employee, shall be an amount sufficient to give the employee up to one hundred percent of pay for time on disability leave.

Disability is calculated by using the type of disability (DISB, DISC or DISD) to determine the proper percentage of pay. The disability hours are multiplied by the hourly rate and the total is multiplied by the percentage. When an employee chooses to supplement their disability leave by using other leaves, you post a "Y" in the SUPP field. For DISB, the system calculates the hours for supplementation by adding a pro-rated share of health insurance to the disability pay and subtracting that from one hundred percent of pay. For DISC and DISD, the pro-rated share of health insurance and the employee share of retirement are both added to the disability pay before the hours of supplementation are calculated. The hours of supplementation are posted to the appropriate leave usage fields.

Because the type of leave to be used for supplementation is up to the discretion of the employee, the calculated hours posted to the leave usage fields can be changed. When the payroll changes are applied to the file the SUPP field is changed to a "Q" to eliminate any recalculation; do **not** change this code. The total hours used equals the hours that can be supplemented, unless you have posted some leave usage hours. The supplementation hours can be changed based on the employee's request if there is enough hours in the balance to cover the usage. When changing the supplementation, be sure to take into account any leave hours used that you have posted. This could happen when

the employee is being paid disability for part of the pay period and uses leave for another part.

If you have any questions, please contact me at (614) 466-2986.

RLC/bc