

Ohio Department of Administrative Services
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October 16, 2002

Payroll Letter 827
Supersedes Payroll Letter 812

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

FROM: Jerry A. Miller, Acting 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 and 18) have conversion options with regard to sick leave and personal leave credit from the previous year. The leave conversion will take place for the pay period ending November 30, 2002, which will be paid to employees on payday December 13, 2002. 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:

Collective Bargaining Unit or Employee Affiliation	Maximum Conversion	
	Sick Leave	Personal Leave
Exempt	80	40
01	80	40
02	80	40
03,04,05,06,07, 08, 09,13, and 14	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 18, 2002. Each employee should record their choices, sign and return the form to their payroll officer **no later than** November 25, 2002.

The forms reflect sick and personal leave balances as of pay period ending October 5, 2002. 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 6, 2002 and November 30, 2002. Sick leave balances will be carried forward unless otherwise requested. Personal leave balances in excess of the allowable maximum will be paid without request.

Sick leave will be paid off at a percentage of the regular rate of pay determined by the number of sick leave used 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 27.0% 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, 03, 04, 05, 06, 07, 08, 09, 10, 13, 14, 15, 47, 50, 51 & Exempts

<u>Sick Leave Hours Used</u>	<u>Percentage of Regular Rate</u>
0 Hours	80%
0.1 Hours to 8 Hours	75%
8.1 Hours to 16 Hours	70%
16.1 Hours to 24 Hours	65%
24.1 Hours to 32 Hours	60%
32.1 or More Hours	55%

Conversion Rate for Bargaining Units 02 and 45

<u>Sick Leave Hours Used</u>	<u>Percentage of Regular Rate</u>
0 Hours	75%
0.1 Hours to 8 Hours	70%
8.1 Hours to 16 Hours	65%
16.1 Hours to 24 Hours	60%
24.1 Hours to 32 Hours	55%
32.1 or More Hours	50%

Conversion Rate for Bargaining Units 11 and 12

<u>Sick Leave Hours Used</u>	<u>Percentage of Regular Rate</u>
0 Hours	75%
0.1 Hours to 8 Hours	70%
8.1 Hours to 16 Hours	65%
16.1 Hours to 24 Hours	60%
24.1 or More Hours	55%

The Attorney Generals Office (CBU 46 and 48) will still convert sick leave at one hour for every two hours of sick leave (50%). The Treasure of State (CBU 55 and 56) has two tiers. If the employee has more than 36 hours to convert the conversion rate is 80% otherwise the conversion rate is 50%. Firefighters that are covered by the AFSCME collective bargaining agreement, will be provided with additional instructions concerning their leave conversion options.

Please enter the proper conversion information on-line (refer to Exhibit A) to the employee's payroll record from **November 4, 2002 through December 5, 2002 during the times that the payroll file can be updated.** All leave conversions posted to the payroll file by November 29, 2002 will be printed on a report which will be placed in your mail bin on the 29th floor SOT on December 2, 2002.

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

JAM/jam

EXHIBIT A

The entries to be made to payroll via computer terminal for pay period ending November 30, 2002, which will be paid to employees on December 13, 2002, must be in the following format:

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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
    
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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 **HRDPROD** 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 Dec Conv: fields highlighted below, maintaining the proper decimal alignment
- When completed, press the **PF1** key to update the file

PAYU 100-200=009990	Pay Period 11 30 2002	Charity Deds:	Ded Calc	Amts:
Name DOE, ERNIE K	Educ 16 BS COMP SC	1	.00 S01	26.22
SSN 123-45-6789	Sic+Pl Acc	Emp Age 30 - 340	2	.00 MD1 % 1.45
PCN 44444.4 A	Union-Flg C	Ret Srv 00 - 000	3	.00 A11 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
				.00
Ref # 02302	Fund 125 SpRC HPA2 SAC 6PJ AdRC HRP A Prog			.00
Grnt	Proj Sub MRU RCat Loca Act			.00
				Agency
Year To Date Bals:	Attachments:	Seniority Data:	Employee Benefits:	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				