



November 5, 2009

Payroll Letter 941
Supersedes Payroll Letter 930

To: Agency HR Specialists, Payroll Specialists, Budget Specialists, Benefits Specialists, Labor Relations Specialists, and Regulatory Requirements Specialists of All Departments, Institutions, Boards and Commissions

From: Janet Wampler, State Payroll Manager

Subject: Leave Conversions - 2009

Each year, full-time and part-time employees have the option to convert their unused annual leave accrual balances to a cash benefit. This year's leave conversion will occur pay period ending date November 21, 2009, so that employees will receive the cash benefit on the pay check they will receive on payday December 4, 2009. This year, employees may elect to:

- Convert to cash all or a portion of the unused sick leave accruals from the current benefit year; or
- Convert personal leave to sick leave.

Personal leave balances that are not converted to sick leave will be carried forward. For those state entities whose employees continue to be eligible to convert personal leave to a cash benefit, payment shall be made if the accrual causes the allowable balance to be exceeded. The chart at the end of this payroll letter summarizes the specific conversion parameters for each bargaining unit and/or agency.

The maximum hours of conversion are as follows:

Union or Employee Affiliation	CBU	Sick Leave	Personal Leave (only available for conversion to sick leave)
Ohio State Troopers Association (OSTA)	01, 15	80	40
Fraternal Order of Police (FOP)	02, 46, 48	80	40
Ohio Civil Service Employees Association (OCSEA)	03, 04, 05, 06, 07, 08, 09, 13, 14, 45, 50	80	40
State Council of Professional Educators (SCOPE)	10	80	40
Service Employees International Union (1199)	11, 12	72	60
Communication Workers of America (CWA)	40	80	48
Exempt	22, 41, 47, 51	80	40

Eligible employees will receive a letter in early November that sets forth their available leave balances and conversion options. Each employee should record his or her choices, sign and return the letter to their agency **no later than** November 20, 2009. **Agencies will have until November 25, 2009** to process the appropriate entries in OAKS so that the payouts occur on the December 4th pay check.

The letters reflect leave balances as of pay end date October 10, 2009. OAKS will automatically adjust any requests for payment or conversion to reflect leave used between October 11, 2009 and November 21, 2009. Sick leave balances will be carried forward unless otherwise requested. **Please note** – The conversion program is designed to recognize sick or personal leave compensation adjustments that were processed thru OAKS Time and Labor. If an agency adjusted sick or personal leave compensation through an Additional Pay entry, the employee's December conversion payout amounts may be incorrect. Sick and Personal Leave YTD accumulators (accruals and usages) are not updated from Additional Pay entries.

Sick leave conversion will be paid at a percentage of the employee's regular rate of pay determined by the number of sick leave hours used in the preceding 12 month period and the bargaining unit (see tables below). Such payments are subject to 25.0% federal tax, 3.5% state tax, Medicare (if applicable), municipal income tax, and child support withholding. Payments are not subject to retirement contributions.

Posting Sick and Personal Leave Conversions

Agencies should use the following OAKS Time Reporting Codes (TRC) for processing December conversions. The TRC may be entered on any day in the pay period, but needs to be entered only on one day.

PRSCS – Dec Conversion Personal Leave to Sick

PRSCV – December Conversion Personal Leave (for AGO 46 & 48, AUD, JSC, LSC, SEN and REP only)

SCKCV – December Conversion Sick Leave

If you have any questions about this payroll letter or the December conversion process, please contact Janet Wampler at 614-728-4101.

JMW/jmw

December 2009 Conversion Parameters

Who	PL to SL?	SL Conversion?	PL to Cash?	Other Conversion?
AFSCME – 03, 04, 05, 06, 08, 09, 13, 14 Exempt – 22, 23, 33, 35, 98, 99 1199 – 11, 12 OEA – 10 OSTA – 01, 15 FOP – 02 SOS – 40 BU SOS – 41 EX	Yes	Number of Hours Subject to Cash Conversion Percent of Regular Rate 80 80% 72 to 79.9 75% 64 to 71.9 70% 56 to 63.9 65% 48 to 55.9 60% 47.9 and less 55%	No	No
Firefighters – 07 and 22 in classifications 26595 and 26597 (plan 5Z)	Yes	80 80% 0.1 to 10.4 75% 10.5 to 20.8 70% 20.9 to 31.2 65% 31.3 to 41.6 60% 41.7 or More 55%	No	HOLIDAY – each employee of the firefighter unit shall be eligible for a cash payment of up to one hundred forty-four (144) hours of holiday leave.
AGO – 45 BU	Yes	80 75% 72 to 79.9 70% 64 to 71.9 65% 56 to 63.9 60% 48 to 55.9 55% 47.9 and less 50%	No	VACATION - In the pay period including December 1, 2009 and 2010 each employee who: 1. has used less than forty (40) hours of sick leave in the previous twenty-six pay periods and 2. in December of 2009, has used or is scheduled to use five (5) cost savings days by March 1, 2010 and 3. in December of 2010, has used five (5) additional cost savings days by August 31, 2010 and has used or is scheduled to use five (5) cost savings days by March 1, 2011 will be offered the opportunity to convert to cash any of the employee’s accrued, unused vacation leave to a maximum of 40 hours at the current rate of pay.
AGO – 46 BU	Yes	Same as AFSCME	Yes	Vacation – In the pay period including December 1, each year an employee who has a balance of at least two hundred (200) hours of sick leave and who has used less than forty (40) hours of sick leave in the previous twenty-six (26) pay periods and who has used at least eighty (80) hours of vacation leave will be offered the opportunity to convert to cash any of the employee’s accrued, unused vacation leave up to a maximum of eighty (80) hours at their current rate of pay provided the employee maintains a minimum balance of forty (40) hours of vacation leave after conversion.
AGO – 47 EX	Yes	Same as AFSCME	No	Same as AGO 45
TOS – 55 BU TOS – 56 EX	Yes	Same as AFSCME	No	VACATION - During the period of September 1, 2009 thru July 1, 2011 the following changes in the conversion of vacation shall apply. In the pay period that includes July 1 , employees who have a balance of 0 hours of sick leave shall be offered the opportunity to convert to cash any part of the employee's accrued vacation leave up to a maximum of 25 hours at the rate of one hundred (100) percent.
AGO – 48 BU AUD – 50 BU AUD – 51 EX JSC – 22, 32 (both EX) LSC, SEN, REP – 31 EX	Yes	Same as AFSCME	Yes	No