

# MANUAL

## Commonwealth of Pennsylvania Governor's Office

**Subject:**

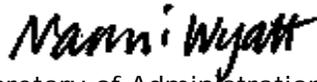
Absence Program

**Number:**

M530.7 Amended

**By Direction of:**

Naomi Wyatt, Secretary of Administration

**Date:**

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**Contact Agency:**

PA Office of Administration, Office of Human Resources and Management, Bureau of Employee Benefits and Services, Telephone 717-787-9872

This manual is designed to assist all employees who have responsibilities for the absence program. Agency heads are to ensure that sufficient staff is designated to perform the duties and responsibilities required in this manual.

The authority for this manual is derived from *Management Directive 505.7, Personnel Rules*. New paid absence policies must be approved by the Executive Board. All changes and additions to the manual will be issued through the Directives Management System. Agencies that have policies related to absences must have such policies reviewed by the PA Office of Administration prior to publication.

This manual and appendices will be reviewed for updates periodically. Suggested changes to this manual should be sent to:

Commonwealth Absence Administrator  
PA Office of Administration  
Office of Human Resources and Management  
Bureau of Employee Benefits and Services  
Absence and Safety Division  
613 North Street  
Room 513, Finance Building  
Harrisburg, PA 17120-0400

Or

E-Mail the OA, BENHELP resource account at:

[ra-benhelp@state.pa.us](mailto:ra-benhelp@state.pa.us).

**This manual supersedes *Manual M530.7*, dated July 7, 1998.**

**A copy of this document in PDF format is available by clicking on the link below.**

[Manual 530.7 Amended](#)

## PREFACE

This manual provides general rules and policy guidelines, along with clarifying information, to ensure that absences are administered consistently throughout all agencies that are subject to the regulatory authority of the Executive Board regarding paid absences, and all agencies that use the enterprise computer application managed by the PA Office of Administration.

The actual policies governing absences are set forth in *Management Directive 505.7*, *Personnel Rules*, and other absence-related Management Directives listed in Appendix A: Management Directives and Manuals Related to Absences. When the provisions of a collective bargaining agreement, a meet-and-discuss understanding, or an arbitration award adopted by the Executive Board are inconsistent with *Management Directive 505.7*, *Personnel Rules*, and/or this manual, those provisions take precedence.

Questions relative to this manual may be referred to the Agency Time Advisor in the Agency Human Resource Office.

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**PART ONE**  
**GENERAL INFORMATION ABOUT ABSENCES**

Part one provides general information and highlights of absence benefits.

## GENERAL INFORMATION ABOUT ABSENCES

### Definitions

Definitions of the terms used throughout this manual may have different meanings than those of other policies (**Reference:** Appendix B: Definitions).

### Absence Codes

All absence types have codes that are used for recording usage and tracking other absence related information in the computer system (**Reference:** Appendix C: Absence Codes, Appendix D: Action and Reason Codes Related to Absences, and Appendix E: Other Codes Related to Absences).

### History of the Absence Program

Over the years, the commonwealth's Absence Program has had many changes (**Reference:** Appendix F: History of the Absence Program).

### Roles and Responsibilities for Absences

1. An Agency Head ensures that sufficient staff is designated to perform the duties and responsibilities required in this manual.
2. An Employee is responsible for requesting absences in accordance with established policies and procedures and monitors his or her own absence usage, which includes knowing the current absence quota available for use and budget the quota to last throughout the leave calendar year.
3. A Supervisor or designee is responsible for ensuring all absences from the workplace are recorded and approved/rejected in a timely manner consistent with operational needs. **Note:** All managers and supervisors are required to take mandatory absence management training upon hire or promotion and receive periodic refresher training. In addition to approving/rejecting an absence, the supervisor also has the following responsibilities:
  - a. Informs employee of absence policy and office call off policy on an annual basis.
  - b. Ensures eligibility for the absence type requested and that necessary documentation is provided.
  - c. Documents and counsels an employee when an absence has been requested/used in an inappropriate or unauthorized manner.
  - d. Reviews absence records when absence usage/abuse problems are suspected and provides counseling when appropriate.
  - e. Follows labor agreement requirements for vacation selection.
  - f. Notifies the timekeeper and the Human Resource Office of all resignations, retirements, terminations, transfers, long-term unpaid absences, and work-related injuries.

4. A Timekeeper is responsible for entering absences, attendances, differentials, higher-class pay, and per diem time when an employee does not have access to Employee Self Service (ESS) or when an employee is unable to enter the data. The timekeeper also has the following responsibilities:
  - a. Reviews reports for errors or warning messages before pay is processed each pay period, at the end of the leave calendar year, and more frequently if appropriate.
  - b. Enters substitutions as necessary for temporary changes to employee work schedules.
  - c. Generates reports related to absences and attendances as requested by supervisors or human resource staff.
  
5. The Time Advisor is responsible for administering the commonwealth's Absence Program and ensuring policies are applied consistently across the agency through the following responsibilities. **Note:** The Sick, Parental and Family (SPF) Absence Coordinator performs similar functions, but only for SPF, Military Caregiver, Military Exigency, and Extended Sick, Parental and Family (ESPF) absences.
  - a. Ensures that new employees are provided orientation about absence benefits.
  - b. Ensures that an adequate number of timekeepers are designated.
  - c. Provides training, support, and assistance to timekeepers and supervisors, and when absence policies change, disseminates information to timekeepers and supervisors.
  - d. Verifies eligibility for and approves/rejects all unpaid and other special paid absence types. **Note:** Only SPF Absence Coordinators approve SPF and ESPF absence types.
  - e. Prepares correspondence to employees and supervisors concerning absences.
  - f. Researches requests for adjustments to quota earnings and/or leave service credits and makes adjustments as necessary.
  - g. Verifies eligibility for requests for quota compensation and processes payments as necessary.
  - h. Monitors absence and other time-related error reports and corrects errors as necessary.
  - i. Generates reports related to absences and attendances.
  - j. Periodically, audits employee absence records for consistency with policies and procedures.
  
6. A Work Schedule Assigner is responsible for entering permanent and sometimes temporary changes to an employee's work hours. The work schedule assigner may generate reports or correct errors identified from reports. **Note:** If the total of the biweekly work hours is changing, the Benefits Advisor makes the work schedule change.

## Confidentiality

Absence records should not be shared with anyone. The timekeeper, employee, approving authority/supervisor, and Human Resource Office are the only individuals who should have access to absence records, unless the employee has signed an authorization for the release of information (**Reference:** *Management Directive 505.18, Maintenance, Access, and Release of Employee Information*).

## Absence Requests

1. Absences are to be requested in advance, unless circumstances do not permit. Call off policies and work rules established by the organization must be followed when requesting absences.
2. All requests for absences must be submitted in writing to the employee's immediate supervisor. Ordinarily, the Leave Request is considered the written request, regardless of whether the request is made electronically or on paper (**Reference:** Appendix G: Paper Leave Request, for an example of how to complete the paper request form).

## Vacation Selection

1. Vacation selection is a period of at least one month in which absences occurring during specific future months are requested. Absences approved during this process ordinarily are approved based on seniority and ordinarily are not revoked (**Reference:** Specific bargaining unit agreements for specific periods for vacation selections).
2. Absences approved during the vacation selection period will be honored provided the employee has absence quota available or will be able to anticipate enough absence quota to cover the absence. **Note:** Employees in the H-1 Bargaining Unit may not be permitted to anticipate absence quota once they have reached four or more unscheduled absences in the calendar year.

## Absence Usage

1. An employee is assigned a work schedule that includes a start and end time and a meal period start and end time. All time that an employee is absent from the workplace shall be appropriately charged to an absence type.
  - a. An employee is not required to submit a leave request to attend group meetings related to changes to employee benefits, unless announcements for such meetings specifically require an absence to be charged (**Reference:** Appendix H: Absences for Meetings, for types of group meetings where absence ordinarily would be charged).
  - b. An employee is not required to submit a leave request for the **final** retirement counseling and application completion meetings with the State Employee Retirement System (SERS).
2. An employee should attempt to schedule absences when they are least disruptive to operations.

3. Absences are to be requested, used, and recorded in quarter hour increments.
  - a. Exceptions are permitted for the following reasons, and for these reasons, absences may be requested, used, and recorded in any increment (**Reference:** Appendix I: Minutes to Decimal Conversion).
    - (1) Pre-approved absence when the return to work time is uncertain at the time the absence commences (**Example:** return to work after a doctor appointment).
    - (2) Absence for lateness. **Note:** Paid absence may be requested for approved lateness or if lateness is not approved, tardy may be charged.
    - (3) Upon depletion of a quota (**Example:** use of remaining accrued quota before beginning an unpaid absence, when meeting eligibility for leave donations, or use of remaining compensatory quota). **Note:** The absence time must be requested in quarter hour increments and other absence types must be charged to supplement the remainder of the quarter hour.
    - (4) Absence for an employee on an alternate work schedule when the alternate work schedule is for days that are not based on quarter hour increments.
  - b. An employee may **not** request an absence in less than quarter hour increments for an early departure from work, unless the employer approves the early departure due to a bonafide emergency that requires the employee to leave work **immediately**. Such absences must be unscheduled.
4. Emergency requests for all types of absences may be considered for approval, based on the policy for that absence type and consistent with operational requirements.
5. Absences cannot be recorded at times when the employee is not scheduled to work (**Example:** on a scheduled day off and on a holiday when not eligible to receive holiday pay).

#### **Proof of Absence**

1. Proof of the absence, based on the absence type, may be required (**Example:** administrative, civil, education, family care, military, parental, sick, work-related injury, etc.).
2. An acceptable doctor's certificate for the purpose of sick or sick family absence should cover the period of the request/absence and indicate the employee's inability to work or that the employee's presence was necessary to care for the sick family member. The certificate must be signed by a doctor, state licensed practitioner, or Christian Science practitioner. **Note:** A stamp of the doctor's signature is not acceptable.
  - a. It will be at the agency's discretion to accept a doctor's certificate with less information than listed above.

- b. A doctor's certificate from a nurse practitioner, physician's assistant, chiropractor, licensed social worker, or marriage and family therapist participating in the commonwealth's Mental Health Benefits Program is acceptable since these individuals are licensed practitioners.
- c. An absence certificate from the State Employee Assistance Program Central Coordinating Office (SEAP-CCO) is acceptable, as it is written by SEAP based on the clinical recommendation of a psychiatrist, psychologist, or one of the mental health licensed practitioners listed in b. above.

### **Service Requirements to use Absences**

1. Some absence types require an employee to have a minimum amount of service to be eligible to use the absence.
2. Service requirements, if applicable, are noted under each absence type detailed in the other parts of this manual. In most cases, service requirements are based on the most recent date of hire, and not the employee's leave service credit.

### **Required Approvals**

1. The approving authority is designated by the agency head. The approving authority for most absence types is the supervisor (**Reference:** Appendix C: Absence Codes, for a list of approving authorities for each absence type).
2. Requests for all absence types must be answered in writing by the approving authority, by either approving or rejecting the request. Notification shall be made through either the electronic or the paper process.
3. Requests for absences must be approved or rejected within certain timeframes.  
**Note:** The ESS workflow will forward to the approving authority's supervisor if it is not acted upon within two days, regardless of the below timeframes.
  - a. Requests for absence, which do not exceed one month in duration, shall be approved/rejected within five days.
  - b. Requests for absence, which exceed one month in duration, shall be approved/rejected within ten days.
  - c. Requests for absence due to an emergency shall be approved/rejected before the end of the shift on which the request was made.
4. Certain absence types may require retroactive approval after a determination has been made relative to the law governing the absence type.
5. Approval for certain absence types is within the discretion of the employer and is subject to management's responsibility to maintain efficient operations.
6. At no time shall a timekeeper, time advisor, or SPF absence coordinator enter or modify their own time data in the computer system.

## Leave Service Credit

1. Leave service credit includes all periods of service in an active pay status as a commonwealth employee in the executive, legislative, and judicial branches of state government and where a reciprocal leave agreement exists, except service in specific job classifications (**Reference:** Appendix J: Classifications Excluded from Earning Absence Quota and Leave Service Credit and *Management Directive 530.27, Leave Related Policies for Employees Excluded from Earning Leave and Leave Service Credit*).
  - a. Time served with any other public jurisdiction, such as a school district, local government, the housing authority, Pennsylvania State University, Temple University, Lincoln University, the University of Pittsburgh, or the Delaware River Basin does **not** count toward leave service credit. **Note:** Only universities under the State System of Higher Education are creditable.
  - b. Retirement service credit gained or purchased does not necessarily mean that leave service credit is applicable.
2. Leave service credit accrues as long as an employee is paid at least one hour during the pay period. **Note:** Leave service credit accrues while on unpaid military absence, regardless of time worked in the pay period.

## Job Classifications Excluded from Earning Quota

1. Based on the job classification and the reason for the job, an employee working in such job is excluded from earning quota (**Reference:** Appendix J: Classifications Excluded from Earning Absence Quota and Leave Service Credit and Appendix K: Classifications Excluded from Earning Absence Quota but Eligible to Earn Service Credit and *Management Directive 530.27, Leave Related Policies for Employees Excluded from Earning Leave and Leave Service Credit*).
2. An absence for an employee working in one of these excluded job classifications is neither recorded nor charged. **Note:** For a non-permanent employee, the absence may be recorded with an unpaid absence type for tracking.

## Quota Accrual

1. Generally, quota is accrued at different rates based on leave service credit.
2. Quota is accrued based on a percentage of regular hours paid and can be accumulated up to maximum carryover amount (**Reference:** Appendix L: Accruals, Entitlements, and Maximum Carryover Amounts, for accruals, entitlements, and maximum carryover amounts).
3. Some absence types do not accumulate to a quota and instead have maximum entitlements within specific time periods (**Example:** some types of administrative absence, military absence, injury leave, and SPF Absence).

## Carryover of Quota

1. An employee shall be encouraged to use annual and personal quota during the year in which earned.

2. Unused annual, combined, or sick quota is carried over to the next leave calendar year provided that such quota does not exceed the maximum carryover amount (**Reference:** Appendix L: Accruals, Entitlements, and Maximum Carryover Amounts, for maximum carryover amounts).

### **Extension of Quota**

1. For most employees, excess annual, combined, and personal quota is carried forward for use during the first seven pay periods of the next leave calendar year.
  - a. Extended annual and combined quota that is not used within the first seven pay periods will be transferred to sick quota, up to the maximum carryover for sick quota (**Reference:** Appendix L: Accruals, Entitlements, and Maximum Carryover Amounts, for maximum carryover amounts).
  - b. Excess personal quota that is not used within the first seven pay periods is relinquished.
2. An employee who was absent due to a work-related injury, which precluded the use of earned quota during the first seven pay periods, shall have seven pay periods to use the excess quota upon return to work.

### **Anticipation of Quota**

1. To anticipate annual, combined, and sick quota to which a permanent employee may become entitled during the current leave calendar year, most employees must have at least one year of service since the most recent date of hire. There is no minimum service requirement for management or confidential employees. **Note:** At agency discretion, a permanent employee may anticipate personal quota during the first year of employment.
  - a. Furlougees who have at least one year of service before furlough and return during the recall period may anticipate annual, combined, personal, or sick quota.
  - b. An employee who transfers from an agency with a reciprocal leave agreement or that is part of the executive, legislative, or judicial branches of state government without a break in service will be entitled to anticipate quota based on the most recent date of hire with that branch of government.
2. An employee may use annual, combined, sick, and personal quota before it is earned, up to the maximum that can be expected to be earned in the current leave calendar year, unless there is reason to believe that the employee has been abusing their absence privilege.
  - a. An employee who is using paid injury leave may not anticipate quota.
  - b. An employee who is using additional sick family absence may not anticipate sick quota for this purpose.
  - c. An employee in the H-1 Bargaining Unit may not be permitted to anticipate combined absence quota once they have reached four or more unscheduled absences in the calendar year.

3. An employee who anticipates annual, combined, or sick quota and then does not earn the quota due to an unpaid absence that occurs later in the year may carryover the negative quota into the next leave calendar year.
4. An employee may not anticipate the next leave calendar year's entitlement or quota in the current leave calendar year. This includes absence types that have a maximum entitlement per leave calendar year (**Example:** sick family, additional sick family, personal, and military), as well as the absence types that accrue biweekly (**Example:** annual, combined, and sick). **Note:** Although the computer system may allow the entry of absences for a previous leave calendar year after quota is updated for the current leave calendar year, the absence policy prohibits this type of anticipation.
5. An employee who is not eligible to anticipate quota may not retroactively change an unpaid absence to a paid absence once the quota is earned.
6. An employee who uses/requests an absence for which no quota is available for anticipation shall have such absence changed to another paid absence type, if available, or unpaid absence will be charged, which may result in a salary overpayment and possibly discipline.
7. In the event of the death of an employee, any negative/anticipated quota will be forgiven and the absences will be treated as earned and approved.

#### **Non-Permanent (Temporary or Indeterminate) Employee**

1. A non-permanent employee, except an employee in a job classification listed in Appendix J: Classifications Excluded from Earning Absence Quota and Leave Service Credit and Appendix K: Classifications Excluded from Earning Absence Quota but Eligible to Earn Service Credit is eligible to use annual and sick quota after working 750 regular hours in the current leave calendar year. **Note:** A non-permanent employee is not eligible to earn personal quota. **Note:** A non-permanent employee in job classification 06590 and bargaining units D-4, E-4, and permanent part-time employees in M-1 are not subject to the above provisions.
2. Upon attainment of 750 regular hours by the end of the last full pay period in each leave calendar year, quota shall be credited for the 750 regular hours paid and all subsequent regular hours paid through the last full pay period in the leave calendar year.
3. The employee is eligible to use the quota on the date that the 750 regular hour requirement is met. **Note:** Quota will be available in the computer system on the last day of the pay period that the employee obtained 750 hours.
4. Quota cannot be anticipated prior to the attainment of 750 hours.
5. Quota credited upon attainment of 750 hours cannot be applied retroactively to periods of unpaid absence.
6. Quota earned from the previous leave calendar year is automatically carried over and is immediately available for use. However, quota does not accrue until 750 hours is worked in that year.

7. A non-permanent employee who becomes permanent receives quota accrual in the permanent position for all regular hours paid in the non-permanent position during the current leave calendar year, provided there was no break in service exceeding 14 days.
8. A non-permanent employee who terminates employment and is reemployed in the same leave calendar year, regardless of the agency where first employed, shall have the hours worked in the first position counted in the new position. However, upon attainment of 750 hours, the employee shall not receive accruals for hours worked in the first position, unless the employee is returning to the same job classification with the same job duties in the same agency.
9. A non-permanent employee who is dually employed will have hours worked in both positions count toward the 750-hour threshold.
  - a. Upon attainment of 750 hours in one of the positions or a combination of hours in both positions, each position receives quota accrual for the hours worked in the respective position (**Reference:** the **Dual Employment** section of this manual for additional information on accruals).
  - b. If the one dual position is inactive, quota will not accrue unless the position becomes active before the end of the leave calendar year.

### **Dual Employment**

1. An employee working in more than one commonwealth position will accrue quota separately in each position. Quota earned in the one position cannot be used in the other (**Reference:** the **Non-Permanent (Temporary or Indeterminate) Employee** section of this manual for additional information). **Note:** Upon separation from one position, quota is not transferred to the other position. **Note:** Leave service credit will accrue in each position.

### **Transfer of Quota**

1. When an employee transfers between commonwealth agencies, all accrued/actual quota is transferred with the employee, provided the losing agency is subject to the regulatory authority of the Executive Board regarding paid absence, uses the enterprise computer application managed by the PA Office of Administration, or has a reciprocal leave agreement for the transfer of quota (**Reference:** Appendix M: Summary of Reciprocal Leave Agreements, for a summary of reciprocal leave agreements).
2. Compensatory and holiday quota **may not** be transferred between agencies and must be used or paid prior to transfer. An exempt management employee is not eligible for transfer or payment of such quota and the quota is relinquished. **Note:** Personal quota may not be transferred for an employee who is transferring to a position that does not earn personal quota; it must be paid prior to transfer, except for an employee transferring to the H1 bargaining unit. In this case, the personal quota will be added to the combined absence quota.
3. Negative quotas do not transfer between agencies with a reciprocal leave agreement. They must be recouped prior to transfer.

4. Requests for exceptions to allow the transfer of quota between other authorities can be reviewed by the PA Office of Administration. Decisions will be made on an individual basis.
5. When an employee transfers to a position that is not eligible to earn quota, the quota is transferred and immediately frozen.
6. When an employee transfers to a position with a different number of hours bi-weekly, absence types without quota, but which have annual entitlements, will be converted to the hours equivalent of the new work schedule (**Example:** changing from an 80 hour work schedule to 75 hours).

### **Freezing of Quota**

1. Earned, unused annual, combined, and sick quota is frozen upon an employee's transfer to a position that is not eligible to earn quota. **Note:** Personal quota may not be frozen; it must be paid. **Note:** Negative quotas may not be frozen and must be recouped.
2. Earned, unused annual, combined, and sick quota is frozen upon furlough if a written request is received from the employee within 14 calendar days after the furlough date (**Reference:** *Management Directive 530.18, Benefit Rights of Furloughed Employees*). **Note:** Personal quota may not be frozen; it must be paid. **Note:** Negative quotas may not be frozen, and must be recouped.
3. Frozen quota shall be reinstated upon transfer to a position that is eligible to earn quota.
4. Payment of frozen quota shall be in accordance with applicable rules when an employee does not transfer to a position eligible to earn quota prior to separation or the expiration of the furlough recall period (**Reference:** the **Payment of Quota** section of this manual for additional information).
5. During a budget impasse, all quotas (including personal quota and negative quota) are frozen.

### **Payment of Quota**

1. Accumulated annual, personal, combined, compensatory, and holiday quota is payable in lump sum, including any extension quota, for each of the following reasons. **Note:** Compensatory quota is paid to an employee covered by a labor agreement that provides for payment in lieu of compensatory quota and to an employee considered non-exempt under the *Fair Labor Standards Act (FLSA)*. Exempt management employees relinquish unused compensatory quota.
  - a. Retirement.
  - b. Separation/Termination.
  - c. Death.

- d. Transfer to the legislative or judicial branches of state government or to an independent agency, which has not adopted the absence provisions of the Executive Board or has not agreed to leave reciprocity (**Reference:** Appendix M: Summary of Reciprocal Leave Agreements).
  - e. Begin of an unpaid military absence for active duty, upon request.
  - f. Furlough if not employed in another position within 14 calendar days and the quota is not frozen.
2. To be eligible for sick quota payment, the employee must be eligible for the payment on the date of separation and the following conditions must be met. **Note:** Payment will not be made for partial days of sick quota. **Note:** A sick quota payment will not add to the service credit or compensation for which the retirement benefit is calculated. **Note:** The sick quota payment should not be authorized until the State Employees' Retirement System (SERS) provides official notification of the retirement.
- a. For regular retirements, upon submission of a retirement application within 90 days after termination of employment.
  - b. For a furloughed employee who was eligible to retire on the furlough date, upon submission of a retirement application within 90 days after the expiration of a recall period.
  - c. For a dismissed employee, upon submission of a retirement application within 90 days after the dismissal. **Note:** If a dismissed employee files a conditional retirement, payment of earned unused sick quota is delayed pending the outcome of the appeal (**Reference:** *Management Directive 570.8, Reinstatement of Dismissed or Furloughed Employees into the State Employees' Retirement System*). Any payment delayed as a result of this provision will be made at the last pay rate prior to dismissal.
  - d. For vestees, upon submission of a retirement application within 90 days after termination; for furloughed vestees, within 90 days after the expiration of the recall period. **Note:** Vestees who do not retire within the prescribed timeframe will be ineligible for payment of earned unused sick quota.
  - e. Sick quota is payable according to a schedule (**Reference:** Appendix L: Accruals, Entitlements, and Maximum Carryover Amounts, for the schedule) only upon:
    - (1) Superannuation retirement with at least five years of credited service under the State and/or Public School Employees' Retirement Systems (and/or TIAA-CREF if the TIAA-CREF Service was obtained from state employment).
    - (2) Disability retirement under the State and/or Public School Employees' Retirement Systems (and/or TIAA-CREF if the TIAA-CREF Service was obtained from state employment). **Note:** Application for disability retirement must be made prior to separation.

- (3) Other retirement with at least 25 years of credited service under the State and/or Public School Employees' Retirement Systems (and/or TIAA-CREF or other approved retirement option if such service was obtained from state employment).
  - (4) Death after seven years of credited service under the State and/or Public School Employees' Retirement Systems (and/or TIAA-CREF or other approved retirement option, if such service was obtained from state employment) except that in the event of a work-related death, 100 percent shall be paid to survivor unless the surviving spouse or minor children are entitled to benefits under *Act 101 of 1976* in which 30 percent of the employee's earned, unused sick quota to a maximum of 90 days is paid.
3. The rate of pay is the rate in effect on the day of the qualifying event. If an employee was on an unpaid absence the day before the qualifying event, the rate of pay in effect immediately before the unpaid absence began is used. **Note:** The rate of pay is also applied to any recoupment.
4. Quota payments may be deferred to the Deferred Compensation Program (DCP) upon retirement. The actual amount of the quota payout to be deferred may be limited to the current IRS annual deferral limit and any applicable catch-up limit (**Reference:** *Management Directive 570.14, Deferred Compensation Program*). **Note:** A signed Salary Deferral Agreement must be submitted to the commonwealth's Third Party Administrator no later than one month prior to the date on which the retirement is to occur.

#### **Reinstatement of Sick Quota**

1. Earned, unused sick quota from previous commonwealth employment shall be reinstated if the employee is reemployed within 12 months of separation, provided that the previous agency was subject to the regulatory authority of the Executive Board regarding paid absences, participated in the enterprise computer application managed by the PA Office of Administration, or has a reciprocal leave agreement filed with the PA Office of Administration for the transfer of quota (**Reference:** Appendix M: Summary of Reciprocal Leave Agreements).
  - a. A furloughed employee's reinstatement period shall extend to the expiration of contractual recall rights or recall rights stipulated by the PA Office of Administration, whichever is applicable (**Reference:** *Management Directive 530.18, Benefit Rights of Furloughed Employees*).
  - b. Sick quota paid upon retirement **is not** reinstated.
2. An employee who separates and is rehired to a position that is not eligible to accrue sick quota will not have sick quota reinstated. If the employee transfers to a position that is eligible to earn sick quota within the 12 months of the original date of separation, then sick quota is reinstated at that time.

## Leave Abuse/Misuse

1. An absence not used in accordance with established policy may be considered leave abuse/misuse.
2. An agency may establish guidelines for the identification of potential leave abuse/misuse. Standards for absence requests may also be established by the agency, which may be helpful when trying to identify possible leave abuse/misuse. For information about an agency's guidelines and standards, contact the agency Human Resource Office.
3. There are several possible flags for identifying leave abuse/misuse. If an employee has been identified as abusing/misusing absence privileges, the employee may be placed on a leave restriction. The notice of the restriction should be communicated to the employee in writing and contain the following information in the notice:
  - a. The reason for restriction.
  - b. The absence type being restricted and reason (**Example:** anticipation, excessive sick use, tardiness, etc.).
  - c. The employee's obligations, if the employee has a valid need to use the restricted absence type (**Example:** obtain medical certification, obtain documentation to substantiate an emergency, etc.).
  - d. The consequence if the restricted quota is used and no documentation is provided to substantiate the need for the absence (**Example:** charged absence without leave, further discipline, etc.).
  - e. What will occur if the issue does not improve (**Example:** discipline).
  - f. The length of the restriction (**Example:** six months, one year, etc.).
4. Where contractually applicable, the alternative discipline program should be utilized to address leave abuse/misuse. This program replaces traditional unpaid suspensions with letters that have the same effect as a suspension. If discipline is warranted, due to the absence abuse, the following information must be contained in the letters and signed by the agency head or designee. **Note:** For either letter, the Human Resource Office must forward a copy to the union and file a copy in the Official Personnel File.
  - a. Identification of the employee's absence or overall unsatisfactory work performance problem.
  - b. Information regarding appeal rights.
  - c. Notification that the action is in lieu of the traditional unpaid suspension, but has the same effect.
  - d. Notification that continuation of the problem will result in more severe disciplinary action. **Note:** For a level 2 letter, notification that the letter is the final notice and failure to correct the problem will result in termination.

- e. Notification that the State Employee Assistance Program (SEAP) is available, if personal issues are affecting the employee's performance or attendance. Include the toll free telephone number. **Note:** It is the employee's decision whether to access SEAP services and the employer will not be notified whether or not the employee has accessed SEAP. No employment related consequences may be imposed by the agency for failure to contact SEAP at this level of discipline (**Reference:** [Manual 505.3, State Employee Assistance Program](#)).

### **Benefits while Absent**

1. Generally, benefits continue during paid absences and during most periods of short-term, unpaid absences.
2. Benefits during long-term, unpaid absences vary based on the absence type. **Note:** The continuation of benefits is contingent upon the deduction of the employee's share or direct payment of the share to the vendor.
  - a. Absences for work-related injuries. **Note:** For injury leave, benefits continue only during the first 365 days of absence, within 3 years from the date of injury.
  - b. Cyclical absences (**Reference:** *Management Directive 530.20, State Paid Benefits While on Cyclical Leave Without Pay*).
  - c. Military absences (**Reference:** *Management Directive 530.26, Military Leaves of Absence*). **Note:** Benefits do not continue for the entire absence.
  - d. Sick, Parental, and Family Care Absence (**Reference:** *Management Directive 530.30, Sick, Parental, and Family Care Absence Policy*). **Note:** Benefits do not continue for periods of Extended Sick, Parental, and Family Care (ESPF) Absences.
  - e. Military Caregiver Absence and Military Exigency Absence (**Reference:** *Management Directive 530.30, Sick, Parental, and Family Care Absence Policy*).
3. Continuation of seniority credit varies by absence type (**Reference:** the Collective Bargaining Agreement and *Management Directive 515.4, Seniority Rights of Commonwealth Employees*).
4. Quota accrues for all regular hours paid.

### **Death during Absence**

1. If an employee dies while absent from work, the absence type requested/approved is charged through the end of the workday of the date of death.
2. If the death occurs before the scheduled starting time, regardless of whether the employee was using an absence the day before or scheduled to be absent the day of death, unpaid regular/approved absence will be charged for the date of the death.
3. If an employee dies while working, no absence is charged for the remainder of the day.
4. Any negative quota is forgiven upon death.

## Alternate Work Schedule (AWS) – Impact on Absences

1. Generally, only a permanent employee may participate in an Alternate Work Schedule, as approved by each organization. An employee who works on an AWS may not receive more benefits than another employee.
2. AWS agreements vary; therefore, all of the provisions below will not apply to each AWS agreement and are based on the AWS “boilerplate” language.
  - a. For use of annual, combined, personal, or sick quota, the total hours required by the AWS must be charged to the absence type.
  - b. For use of accrued absences that have a maximum days entitlement (**Example:** sick family, additional sick family, sick bereavement, personal, and military), the total hours required by the AWS may be charged to the absence type, up to the maximum hourly entitlement. **Note:** The maximum hourly entitlement is determined by multiplying the day’s entitlement by the number of hours in a day under the standard schedule.
  - c. For use of an absence type that is not accrued and is normally taken in full day increments (**Example:** civil and administrative), annual, combined, personal, or compensatory quota or unpaid absence must be taken for any time off over and above the standard work schedule. **Note:** If the employee knows in advance that absence will be used, the employee must revert to the standard work schedule for the AWS cycle.
  - d. For absences related to work-related injuries, including use of injury leave, *Act 632/534*, or *Heart and Lung Act*, the employee is required to revert to the standard work schedule, unless no time or only minimal time is lost from work.
  - e. For holidays, the provisions of each AWS vary. Some variations are noted below.
    - (1) Annual, combined, personal, or compensatory quota or an unpaid absence may be taken for any time off over and above the standard work schedule.
    - (2) If the holiday falls on an AWS day off, the AWS day off may be rescheduled for another day, with supervisory approval, or the employee is given a holiday quota to use on a later date. **Note:** Holidays should not be anticipated (**Reference:** the **Holiday** section in this manual for additional information).
    - (3) The employee may revert to a standard work schedule for the entire AWS cycle, with approval from the approving authority.
    - (4) The time required by the AWS may be worked on another day, provided that the total amount of hours worked for the week does not exceed 40.
  - f. For use of long-term absence types, especially work-related injury absence types, an employee must revert to the default work schedule for the entire AWS period. If the employee returns from a long-term unpaid absence in the middle of the AWS cycle, the employee must be placed on a standard work schedule for the remainder of the cycle.

- g.** In the event that AWS hours accumulated are not used on an AWS day off due to reverting to a standard schedule, those hours will be paid at the regular hourly rate of pay automatically.
- h.** In the event that an AWS day off was used before the hours required to earn the day off were accumulated, and the employee reverted to a default work schedule, the negative hours will be recouped automatically.
- i.** Generally, an employee should not begin an AWS until the beginning of a new pay period. Outside of the circumstances mentioned above, an employee should not revert to a standard work schedule until the end of the AWS cycle.

### **Records Retention**

- 1.** The retention and disposition of common personnel records ensures that agencies retain personnel records as long as needed for administrative, legal, collective bargaining, and fiscal uses (**Reference:** *Manual 210.9, Records Retention and Disposition Schedules*).
- 2.** The paper Request for Leave, STD-330, and proof of absence documentation (such as doctor certificates and subpoenas) must be maintained by the timekeeper and the approving authority seven pay periods following the leave calendar year end or an employee's separation date.
- 3.** The Request for Special Extension of Sick Leave, STD-335, must be maintained by the Human Resource Office in the employee's Official Personnel Folder (OPF) for four years and can be destroyed after that time. **Note:** Medical documentation with this form should be kept in a separate, confidential medical file.
- 4.** The paper Time and Attendance Record, STD-929, must be maintained by the timekeeper for seven years and can be destroyed after that time.
- 5.** The paper Cross Application Time Sheet Entry Form is maintained by the timekeeper for three years and can be destroyed after that time.
- 6.** A written request for long-term absence without pay, along with related medical documentation to substantiate a serious health condition, is maintained by the Human Resource Office for three years in a confidential medical file separate from the Official Personnel File. **Note:** Only limited access to confidential medical records is permitted.
- 7.** For disciplinary purposes, absence related information should be maintained in accordance with *Management Directive 505.18, Maintenance, Access, and Release of Employee Information*.

## **PART TWO PAID ABSENCES**

Part two is divided into two sections to explain the details of paid absences. Section one provides information and details for accrued paid absence types and section two provides information and details for other paid absence types.

## ACCRUED PAID ABSENCES

### Annual (A, AI, AM, YA)

1. Generally, a permanent employee with at least 30 calendar days of service is eligible to use accrued/actual annual quota.
2. Earnings are based on a percentage of regular hours paid (**Reference:** Appendix L: Accruals, Entitlements, and Maximum Carryover Amounts). **Note:** Confidential employees do not earn annual quota at the higher management rate (**Reference:** *Management Directive 590.2, Confidential Positions and Employees*).
3. A non-permanent employee, except an employee with a job classification listed in Appendix J: Classifications Excluded from Earning Absence Quota and Leave Service Credit and Appendix K: Classifications Excluded from Earning Absence Quota but Eligible to Earn Service Credit, who has been paid for at least 750 regular hours by the end of the last full pay period in the leave calendar year, is eligible to earn annual quota.
4. Annual quota is for time away from the job for any reason, except incarceration (**Reference:** the paid **Sick, Parental, and Family Care (SPF) Absence, Military Caregiver Absence, Military Exigency Absence**, and the **Paid Injury Leave** sections of this manual for limitations and exceptions when using annual quota for these reasons).
5. Generally, a permanent employee who has accrued one or more years of service, since their last date of hire, may anticipate annual quota to which the employee becomes entitled during the current leave calendar year. An employee with less than one year of service since the employee's most recent date of hire may not anticipate combined quota. **Note:** There is no minimum service requirement for management or confidential employees to anticipate annual quota.

### Combined [H-1 Bargaining Unit only] (CP, CNU, CNF, C4U, C4F, CI, CM, YC)

1. A permanent employee in the H-1 Bargaining Unit with at least 30 calendar days of service is eligible to use accrued/actual combined quota. **Note:** An employee in the H-1 Bargaining Unit does not earn annual or personal quota.
2. Earnings are based on a percentage of regular hours paid (**Reference:** the current collective bargaining agreement for earnings).
3. Combined quota is for time away from the job for any reason, except incarceration. There are several types of combined absences (**Reference:** the paid **Sick, Parental, and Family Care (SPF) Absence, Military Caregiver Absence, Military Exigency Absence**, and the **Paid Injury Leave** sections of this manual for limitations and exceptions when using combined quota for these reasons).
  - a. Prescheduled combined absences are subject to management's responsibility to maintain efficient operations.
  - b. Non-prescheduled, emergency combined absences will be approved in cases of employee illness, family illness, or other legitimate reasons.

- (1) Proof of illness in the form of a certificate from a doctor, state licensed practitioner, or Christian Science practitioner is required when three or more consecutive days of work are used for an employee's own illness or injury or for an illness or injury to a family member (**Reference:** the **Proof of Absence** section of this manual for additional information).
  - (2) Family members are defined as husband, wife, child, stepchild, parent, brother, or sister of the employee or child for whom the employee is the legal guardian.
- c. Upon an employee's fourth or subsequent non-prescheduled absence (C4 status), the employee may not be permitted to anticipate combined absence quota during the rest of the calendar year.
  - d. Excessive occurrences of non-prescheduled absence will be treated under the basic concepts of just cause discipline. **Note:** An occurrence is defined as a continuous absence, regardless of the number of days of the absence.
  - e. For absences of more than five consecutive days due to an employee's own illness, some or all of the combined absence may retroactively be converted to sick (**Reference:** the **Sick [H-1 Bargaining Unit only]** section in this manual for additional information).
4. A permanent employee who has accrued one or more years of service since the employee's most recent date of hire may anticipate combined quota to which the employee becomes entitled during the current leave calendar year. An employee with less than one year of service since the employee's most recent date of hire may not anticipate combined quota.

#### **Personal (P, PI, PM, YP)**

1. Generally, a permanent employee is eligible to earn personal quota. An employee must be in compensable pay status 150/160 hours (37.5/40 hour workweek), during the earning period to be eligible to earn personal quota. For a part-time employee, personal quota is pro-rated. **Note:** When the earning period is a quarter, the leave calendar quarter definition applies. **Note:** Personal quota may be anticipated at the agency's discretion, including during the first 30 days of employment.
2. Earnings are based on regular hours paid in the earning period (**Reference:** Appendix L: Accruals, Entitlements, and Maximum Carryover Amounts).
3. The personal quota entitlement is based on an employee's leave service credit at the beginning of the leave calendar year or as of the date of hire if hired in the current year, and it will not change during the leave calendar year. **Note:** This includes those employees that are promoted, demoted, reassigned, rehired, have employment condition changes, etc. during the leave calendar year.
4. Personal quota is available for time away from the job for any reason, except incarceration (**Reference:** the paid **Sick, Parental, and Family Care (SPF) Absence, Military Caregiver Absence, Military Exigency Absence,** and the **Paid Injury Leave** sections of this manual for limitations and exceptions when using personal quota for these reasons).

5. Some union agreements allow the use of personal absence on an employee's birthday, if a request is made in writing at least 45 calendar days before the date.

**Sick (S, SB, SC, SF, SI, SM, YS, YSC, YSF, YZD, YZDF, YZSE)**

1. Generally, a permanent employee with at least 30 calendar days of service is eligible to use accrued/actual sick quota.
2. Earnings are based on a percentage of regular hours paid (**Reference:** Appendix L: Accruals, Entitlements, and Maximum Carryover Amounts).
3. A non-permanent employee, except an employee with a job classification listed in Appendix J: Classifications Excluded from Earning Absence Quota and Leave Service Credit and Appendix K: Classifications Excluded from Earning Absence Quota but Eligible to Earn Service Credit, who has been paid for at least 750 regular hours by the end of the last full pay period in the leave calendar year is eligible to earn sick quota.
4. There are several types of sick absences (**Reference:** the paid **Sick, Parental, and Family Care (SPF) Absence, Military Caregiver Absence, Military Exigency Absence,** and the **Paid Injury Leave** sections of this manual for limitations and exceptions when using sick quota for these reasons).
  - a. Sick absence is granted for an employee's own illness or injury, for an employee who was in contact with or exposed to a contagious disease, or for an employee who has a necessary medical or dental appointment, which cannot be scheduled during non-work hours. **Note:** Reasonable travel time is permitted for medical appointments.
  - b. Sick family absence may be used when an illness or injury of an immediate family member requires the employee's personal attendance or for medical appointments of immediate family members when that family member is physically unable to drive a vehicle or is otherwise unable to get to the medical facility without the employee's absence. Up to one full shift of sick family absence may be used when a family member is having surgery. **Note:** Reasonable travel time is permitted for medical appointments. **Note:** Sick family absence cannot be used for the time an employee's family member is hospitalized, unless a doctor certifies that the employee's presence is needed. **Note:** Sick family absence cannot be used to watch well children, when the primary caregiver is sick but does not require the employee's care.

- (1) Immediate family is defined as husband, wife, child, stepchild, foster child, parent, brother, or sister of the employee. The relationship of the family member must be listed on the Request for Leave. **Note:** Sick family may be used for a child to whom the employee serves as **legal** guardian. Sick family cannot be used for any other individual not specifically named above. **Note:** A common-law spouse is considered immediate family, if an affidavit or documentation verifies that the existence of a Common-Law Marriage occurred prior to January 1, 2005 (**Reference:** Appendix F: History of the Absence Program, for information about common-law marriages). **Note:** In some cases, a domestic partner may be considered immediate family if a notarized Commonwealth of Pennsylvania Domestic Partnership Verification form was completed on or after July 1, 2003 (**Reference:** Appendix N: Absence Benefits for Same-Sex Domestic Partners).
  - (2) The maximum entitlement is five days per leave calendar year.
- c. A permanent employee with at least one year of service may use additional sick family absence when a family member's serious health condition requires the employee's absence from work beyond 20 days (150/160 hours) in a leave calendar year (**Reference:** Appendix L: Accruals, Entitlements, and Maximum Carryover Amounts). **Note:** Sick quota for this purpose may not be anticipated.
- (1) Immediate family member is defined as husband, wife, child, stepchild, foster child, domestic partner, or parent of the employee or any person qualifying as a dependent under IRS eligibility criteria (**Reference:** Appendix N: Absence Benefits for Same-Sex Domestic Partners).
  - (2) Additional sick family absence must be used prospectively and may not be retroactively charged for any of the initial 150/160 hours.
  - (3) The initial 150/160 hours of absence may be accumulated, and the absence may be used on an intermittent basis. **Note:** A separate 150/160 hour requirement must be met for each different serious health condition and/or family member and for each leave calendar year.
  - (4) Proof of illness is required on the commonwealth's Serious Health Condition Certification form (**Reference:** [www.spf.state.pa.us](http://www.spf.state.pa.us) for a copy of the Serious Health Condition Certification form). Proof may be required for each absence during the 150/160 hour period and subsequent additional sick family absence.
- d. Sick bereavement absence may be used for grieving immediately after the death, to make funeral arrangements, and to attend a funeral or memorial service including necessary travel time for specific relatives. The relationship of the family member must be listed on the Leave Request. **Note:** Sick bereavement absence may not be used for matters related to the settlement of an estate.

- (1) A maximum of five days may be granted per occurrence for the following relatives of an employee: spouse, parent, stepparent, child, stepchild, or domestic partner (**Reference:** Appendix N: Absence Benefits for Same-Sex Domestic Partners). **Note:** Sick bereavement absence may be granted for a fetal death, regardless of whether a death certificate was issued. Where a death certificate has not been issued, medical documentation attesting to the death is required.
  - (2) A maximum of three days may be granted per occurrence for the following relatives of an employee: brother, sister, grandparent, step grandparent, grandchild, step grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, stepbrother, stepsister, foster child, or any relative residing in the employee's household (**Reference:** Appendix N: Absence Benefits for Same-Sex Domestic Partners). **Note:** Sick bereavement absence cannot be used for an aunt-in-law, uncle-in-law, cousin, niece, nephew, great-grandparent, or any other relative not specified above unless the relative resided in the employee's household. **Note:** Sick bereavement absence may not be used for an in-law, stepchild, or ex-spouse relationship when an employee is divorced.
5. Proof of illness in the form of a certificate from a doctor is required for the following reasons (**Reference:** the **Proof of Absence** section of this manual).
    - a. When three or more consecutive full days of sick or sick family absence are used.
    - b. When the approving authority has reason to believe that an employee is abusing the sick absence privilege.
    - c. When an employee is on a leave restriction.
    - d. When sick absence is requested during a period of annual or personal absence.
  6. Generally, a permanent employee who has accrued one or more years of service since their last date of hire may anticipate sick quota to which they become entitled during the current leave calendar year. An employee with less than one year of service, since the last date of hire, may not anticipate sick quota. **Note:** There is no minimum service requirement for management or confidential employees to anticipate sick quota.

#### **Sick [H-1 Bargaining Unit only] (SA, SD, SJ, SL, YS)**

1. A permanent employee in the H-1 bargaining unit with at least 30 calendar days of service is eligible to use accrued/actual sick quota. Sometimes this quota is referred to as long-term sick. **Note:** An employee in the H-1 bargaining unit does not earn traditional sick quota.
2. Earnings are based on a percentage of regular hours paid (**Reference:** the current collective bargaining agreement for earnings).

3. Sick quota is available for time away from the job for an employee's own illness or injury of more than five consecutive days or for a chronic, short-term or long-term, personal illness or injury, which mandates a regimen of treatment (**Reference:** the paid **Sick, Parental, and Family Care (SPF) Absence, Military Caregiver Absence, Military Exigency Absence**, and the **Paid Injury Leave** sections of this manual for limitations and exceptions when using sick quota for these reasons).
4. Sick absence may not be used for a family member's illness or injury unless the family member's serious health condition requires the employee's absence from work beyond 15 days (112.5/120 hours) in a leave calendar year.
  - a. Family member is defined as husband, wife, child, stepchild, foster child, or parent of the employee or any person qualifying as a dependent under IRS eligibility criteria.
  - b. Sick quota may not be retroactively charged for any of the initial 15 days.
  - c. Proof of the family member's serious health condition must be provided on the commonwealth's Serious Health Condition Certification form. Proof may be required for each absence during the 15 day period.
5. Sick bereavement absence may be used for grieving immediately after the death, to make funeral arrangements, and to attend a funeral or memorial service including necessary travel time for specific relatives. The relationship of the family member must be listed on the Leave Request (**Reference:** the **Bereavement** section of this manual for additional information). **Note:** Sick bereavement absence may not be used for matters related to the settlement of an estate.
  - a. A maximum of five days may be granted per occurrence for the following relatives of an employee: spouse, parent, stepparent, child, or stepchild. **Note:** Sick bereavement absence may be granted for a fetal death, regardless of whether a death certificate was issued. Where a death certificate has not been issued, medical documentation attesting to the death is required.
  - b. A maximum of three days may be granted per occurrence for the following relatives of an employee: brother, sister, grandparent, step grandparent, grandchild, step grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, or any relative residing in the employee's household. **Note:** Sick bereavement absence cannot be used for an aunt-in-law, uncle-in-law, cousin, niece, nephew, great-grandparent, or any other relative not specified above unless the relative resides in the employee's household. **Note:** Sick bereavement absence may not be used for an in-law, step, or ex-spouse relationship when an employee is divorced.
6. Upon an employee's fourth or subsequent non-prescheduled absence (C4 status), the employee may not be permitted to anticipate sick absence quota during the rest of the calendar year.

### **Compensatory (COMP, YCMP)**

1. By mutual agreement between the agency, the union, and the employee, compensatory quota may be earned in lieu of overtime pay.

2. Once earned, compensatory quota may be used for any reason, except incarceration or for a work-related injury (**Reference:** the paid **Sick, Parental, and Family Care (SPF) Absence, Military Caregiver Absence, and Military Exigency Absence** sections of this manual for limitations and exceptions when using compensatory quota for these reasons).
3. For most union-covered employees, compensatory quota must be used/granted within 120 days after the date it was earned. If absence is not scheduled within the 120-day period, the employee is compensated at the appropriate rate of pay in lieu of paid time off. **Note:** Earned, unused compensatory quota must be paid prior to an employee's transfer to another agency, and it is paid upon separation.
4. For an employee considered non-exempt under the FLSA, maximum accrual of compensatory quota in lieu of time and one-half overtime (hours over 40 per week) is 240 hours (480 hours for state troopers). **Note:** Since this compensatory quota is earned at the rate of time and one-half, this is only 160 hours of actual overtime worked. **Note:** An employee who works outside of the regular work shift on a holiday will receive compensatory quota for time worked up to a full shift.
5. Compensatory quota earned but not taken before a transfer to another agency or separation is paid to an employee covered by a labor agreement that provides for payment in lieu of compensatory quota and to an employee considered non-exempt under the FLSA. Exempt management employees relinquish unused compensatory quota. **Note:** Payment is made at the employee's rate of pay prior to transfer or separation.

#### **Holiday (H, HI, YH)**

1. Generally, only a permanent employee is eligible to earn holidays (**Reference:** Appendix O: Paid Holidays, for specific holidays and the paid **Sick, Parental, and Family Care (SPF) Absence, Military Caregiver Absence, and Military Exigency Absence, and the Paid Injury Leave** sections of this manual for limitations and exceptions when using holiday quota for these reasons). To earn a holiday, an employee must be in an active pay status the entire last half (3.75/4 hours or pro-rated amount for a part-time employee) of the scheduled workday immediately before, and the entire first half (3.75/4 hours or pro-rated amount for a part-time employee) of the scheduled workday immediately following a holiday. **Note:** For an employee on an AWS, half of the hours are based on the scheduled work hours the day before and after the holiday and not the standard schedule hours.
  - a. At retirement only (not applicable for other separation), an employee need only to be in a paid status the day before the holiday, if the holiday falls on the effective date of the retirement.
  - b. If an employee dies during or after the shift on which a holiday occurs, the employee need only be in a paid status the day before the holiday to be paid for the holiday.
  - c. For an employee who is working on a reduced-time schedule due to a work-related injury, the above provision does not apply in that an employee should be paid based on the reduced-time work schedule, regardless of the holiday.

- d. For a permanent employee who does not earn a holiday, unpaid holiday absence is charged on the holiday (HO).
  - e. Eligibility for a holiday absence that is concurrent with a period of unpaid union business may be eligible for holiday pay based on the reason for the union business absence (**Reference:** the holiday provisions of the collective bargaining agreement to determine if holiday pay is appropriate).
2. Generally, a non-permanent employee is not eligible for paid holidays.
  3. For a permanent part-time employee, holidays are pro-rated based on the employee's regular hours paid.
    - a. At the option of the agency, an employee can be given pro-rated paid absence; or,
    - b. At the option of the agency, an employee can be paid at the regular hourly rate of pay in lieu of paid absence. For this option, the holiday is paid at the pro-rated amount, regardless of whether or not the employee was scheduled to work on the holiday. **Note:** Using this option, in some instances an employee may receive more or less pay during a pay period in which a holiday falls.
  4. For employees working Monday through Friday, a holiday that falls on a Saturday is observed on the Friday immediately preceding that holiday and a holiday that falls on a Sunday is observed on the Monday immediately after the holiday. For an employee who works in a 24/7 operation, the holiday occurs on the actual holiday.
  5. For shift work, where the day overlaps the calendar day, the first shift in which 50 percent or more of the time occurs on the applicable holiday shall be considered the holiday. The holiday shall end 24 hours after the commencement of the shift.
  6. An employee who is required to work on a holiday will earn holiday quota for use at a later date equivalent to one full shift. **Note:** When an employee works a regular shift on a holiday, the employee earns holiday quota, not compensatory quota, during regular hours worked.
  7. A Leave Request is not required if the holiday is taken on the scheduled holiday. If it is requested on any other day, a Leave Request is required.
  8. For most union-covered employees, holiday quota must be used/granted within 120 days after the date it was earned. If holiday absence is not scheduled within the 120-day period, the employee is compensated at the appropriate rate of pay in lieu of paid time off. **Note:** Earned unused holiday quota must be paid prior to an employee's transfer to another agency, and it is paid upon separation.
  9. An employee on jury duty, when a holiday occurs, will not receive time off at a later date.
  10. Holiday quota is not earned or used by an employee on long-term work-related injury absence, except during periods of paid injury leave. The applicable unpaid absence or work-related injury absence type is charged on all holidays.

11. Paid quota may not be charged on a holiday to receive pay when an employee is not eligible for holiday pay. **Note:** AWS agreements may require employees to charge annual, compensatory, and/or personal absence in order to fulfill scheduled work hours for the day.
12. For special holidays declared by the Governor, a permanent employee, who is required to work on the day in which such holiday hours occur, shall receive time off with pay for all hours worked up to the number of hours in the normal work shift, if a full holiday is declared, or up to the pro-rated share of the normal work shift if a partial holiday is declared. The day is to be equal to the number of hours in a normal workday and requires approval by the approving authority, if not used on the day it was granted.
13. AFSCME covered employees may request a holiday absence in anticipation of holidays to be worked in the following leave calendar year, if the requested absence date occurs no more than 45 days prior to the actual date of the holiday. **Note:** Such requests are subject to management's responsibility to maintain efficient operations.

#### **Paid Injury Leave (AI, AM, CI, CM, HI, PI, PM, SA, SI, SJ, SM)**

1. Paid injury leave is available to an employee who is injured on the job, is eligible to receive Workers' Compensation benefits, and has accrued/actual quota available (**Reference:** [Manual 530.2, Injury Leave Manual](#)). Paid injury leave may be granted for the duration of the disability or up to one year (or more than one year if only paid injury leave is used for the duration). Some salary (through a paid injury leave supplement) and Workers' Compensation is paid for the duration of the absence.
2. An employee eligible for injury leave must elect to use either unpaid injury leave and receive no supplemental pay or paid injury leave and receive a paid injury leave supplement to the Workers' Compensation payment (**Reference:** the **Unpaid Injury Leave** section of this manual for additional information).
3. The Human Resource Office approves the use of injury leave. Until a decision regarding the acceptance of Workers' Compensation is made, Sick, Parental, and Family Care (SPF) Absence or Extended Sick, Parental and Family Care Absence (ESPF) is approved, provided the employee meets eligibility requirements (**Reference:** the paid **Sick, Parental, and Family Care (SPF) Absence** and the **Unpaid Injury Leave** sections of this manual for limitations and exceptions when using sick quota for these reasons). Once the injury is accepted under the Worker's Compensation Act, SPF Absence is not applicable.
4. Accrued/actual annual, combined, personal, and sick absence is charged while using paid injury leave. For holidays that occur during a paid injury leave, the holiday is charged as injury leave (HI).
  - a. Paid quota may not be anticipated while using injury leave.
  - b. One day of absence is charged for each day absent.

5. Accrued/actual annual, combined, personal, and sick absence is available for medical appointments related to a compensable injury. An employee will receive full pay while using this type of injury absence, since Workers' Compensation is not paid.
6. Medical certification may be required for all absences in which injury leave is requested.

## OTHER PAID ABSENCES

Generally, a permanent employee in an active pay status may be granted any of the following types of other paid absence.

### Administrative (ADMN)

1. Administrative absence for the following purposes requires approval by the approving authority (usually the supervisor) and must include remarks on the Leave Request to explain the reason for the absence.
  - a. To take a State Civil Service examination. **Note:** This type of absence only applies to a permanent full-time employee. **Note:** Administrative absence may only be applied to one examination taken within a day; any additional examinations must be charged to another type of absence.
    - (1) A maximum of one occasion during each one-half leave calendar year may be granted.
    - (2) The time off may not exceed the employee's regular work shift or the time necessary to travel to and from the examination site and to take the examination, whichever is lesser.
  - b. To donate blood, a maximum of four hours per leave calendar year may be granted (**Reference:** *Management Directive 530.21, Paid Leave for Blood Donation*). **Note:** A non-permanent employee, except an employee in a job classification listed in Appendix J: Classifications Excluded from Earning Absence Quota and Leave Service Credit and Appendix K: Classifications Excluded from Earning Absence Quota but Eligible to Earn Service Credit is eligible to use administrative absence for this purpose.
    - (1) May be used to donate platelets (apheresis).
    - (2) May not be used for the extraction of plasma.
  - c. To take an initial physical examination for entry into the armed forces.
  - d. Administrative absence may not be used for job interviews.
2. The following uses of administrative absence require approval by the PA Office of Administration, Bureau of Labor Relations, via Form STD-750, Verification of Administrative Leave. **Note:** Remarks must be included on the Leave Request to explain the reason for the absence.
  - a. To participate in labor negotiations or meet-and-discuss sessions. **Note:** Administrative absence is not used for grievance or labor-management meetings. However, the Form STD-750, Verification of Administrative Leave, may be used to verify the employee's absence from work and attendance at such meetings (**Reference:** *Management Directive 590.1, Labor Relations*). **Note:** Stewards and local presidents are not required to provide Form STD-750 when attending meetings with their local Human Resource Officers/Labor Relations Coordinators.

- b. To participate as a grievant or witness at a labor arbitration or Heart & Lung arbitration. **Note:** This includes all formal area committee steps of the grievance process. **Note:** Some Heart and Lung hearings are not provided through the arbitration process; for those hearings, civil absence is charged.
  - c. To vote or watch at a labor election site.
3. Administrative absence for the following purposes requires approval by the PA Office of Administration. Requests must be submitted in writing by the agency head, to the Secretary of Administration. **Note:** Remarks must be included on the Leave Request to explain the reason for the absence.
- a. To compete in international and world championships, a maximum of 30 workdays per leave calendar year may be granted (**Reference:** *Management Directive 530.10, Administrative Leave to Compete in International and World Championships*).
  - b. All other requests may be reviewed for approval on an individual basis.

#### **Bereavement [H-1 and D-4 Bargaining Units only] (BL, SD)**

1. Bereavement absence is only available to an employee who works in the H-1 or D-4 bargaining unit (**Reference:** the paid **Sick, Parental, and Family Care (SPF) Absence**, and **Military Caregiver Absence** sections of this manual for limitations and exceptions when using bereavement quota for these reasons for employees in the H-1 bargaining unit only). **Note:** The name and relationship of the deceased to the employee and a copy of the obituary or death notice must be provided.
2. An employee is entitled to three days per leave calendar year. If more than three days of bereavement are requested, sick bereavement absence may be applicable. **Note:** The maximum entitlement for relatives listed below is a combination of bereavement and sick bereavement absence.
  - a. An employee of the H-1 bargaining unit is entitled to use up to five days of absence for the death of a spouse, parent, stepparent, child, or stepchild and up to three days for the death of a brother, sister, grandparent, step grandparent, grandchild, step grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, or any relative residing in the employee's household. **Note:** Bereavement absence may be granted due to a fetal death, regardless of whether a death certificate was issued. Where a death certificate has not been issued, medical documentation attesting to the death will be required.
  - b. An employee of the D-4 bargaining unit is entitled to use up to five days of absence for the death of a spouse, parent, stepparent, child, stepchild, brother, or sister and up to three days for the death of a grandparent, step grandparent, grandchild, step grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, or any relative residing in the employee's household. **Note:** Bereavement absence may be granted due to a fetal death, regardless of whether a death certificate was issued. Where a death certificate has not been issued, medical documentation attesting to the death will be required.

## Civil (CIVL)

1. Civil absence for subpoenaed court appearances requires approval by the approving authority (usually the supervisor). **Note:** Remarks must be included on the Leave Request to explain the reason for the absence, and a copy of the subpoena or other written notification requiring the employee's appearance shall be presented to the employee's immediate supervisor as far in advance as practicable. **Note:** An employee may be required to provide proof of service upon returning to work.
  - a. Time off may include the time for the required court attendance plus reasonable travel time, up to a maximum of one work shift (7.5/8 hours) of absence for each day of required court attendance.
  - b. An employee who works hours in conflict with the required court attendance time will be granted a civil absence equal to the required court attendance, plus reasonable travel time, up to a maximum of one work shift (7.5/8 hours) of absence for each day of required court attendance.
  - c. Civil absence may not be charged when the reason for the subpoena is related to the employee's supplemental employment. Annual or personal absence must be requested.
  - d. If an employee's testimony will benefit the commonwealth and is related to the employee's job duties, no absence needs to be charged (**Example:** State trooper subpoenaed as a result of traffic ticket, which was written by the trooper; court time would be considered work duties and civil absence would not be applicable).
  - e. Compensation, with the exception of travel expenses, received for any witness testimony (not jury duty) must be relinquished to the commonwealth.
2. The following are appropriate uses of civil absence for court appearances.
  - a. Called for non-voluntary jury duty for the following courts: Minor Judiciary Court, Courts of Common Pleas, Commonwealth Court, or The United States District Court. **Note:** An employee who receives compensation for jury duty is not required to return the money to the commonwealth.
  - b. Subpoenaed as a witness and **not** a party in a civil or criminal court proceeding or called for non-voluntary jury duty for the following courts: Minor Judiciary Court, Courts of Common Pleas, Commonwealth Court, or The United States District Court.
  - c. Subpoenaed as a witness or a party to the following administrative hearings: Unemployment Compensation Board of Review Referee, Workers' Compensation Judge, or Workers' Compensation Appeal Board. **Note:** Administrative hearings for Heart and Lung or *Act 632/534* benefits are also included, except when processed under the grievance procedure.
  - d. Subpoenaed as a witness for the following administrative hearings: State Civil Service Commission, Pennsylvania Human Relations Commission, State Employees' Retirement System, or State Ethics Commission. **Note:** A party of any of these hearings will not be granted civil absence.

3. Civil absence may be granted to an employee who performs firefighting duties, emergency medical technician duties, civil air patrol activities, or emergency management rescue work during a fire, flood, hurricane, or other disaster. **Note:** Remarks must be included on the Leave Request to explain the reason for the absence. **Note:** In the absence of a fire, flood, hurricane, or other disaster, civil absence is not appropriate (**Example:** A firefighter called to a traffic accident where there is no fire cannot be granted civil absence).
  - a. For any of the above reasons, a written statement from the head of the appropriate firefighting, emergency management unit, or civil air patrol unit indicating the potential need for the employee's absence must be provided to the agency head for prior approval.
  - b. Upon return to work, a written statement certifying the employee's activities during the absence must be provided.
  - c. Firefighting duties requested by the federal government, where the federal government compensates for services provided, may be granted civil absence if the employee relinquishes all monies paid by the federal government to the commonwealth. **Note:** If the monies are not returned, the employee must be placed on unpaid regular/approved absence (AO) with benefits.
  - d. An employee, requested through the employee's agency to work for the federal government to perform the same work as the employee's commonwealth job, will not be charged civil absence. Such time is considered a work assignment. **Note:** Documentation of all hours of time worked must be provided to the approving authority upon the employee's return from duty. Time worked does not include on-call and meal periods. **Note:** For other duties requested by the federal government, contact the PA Office of Administration to discuss the use of civil absence.
4. An employee who is a Certified Red Cross disaster relief volunteer who performs disaster relief work for the Red Cross during a state of emergency declared by the Governor may be granted civil absence. **Note:** The service can be performed in any state. **Note:** Remarks must be included on the Leave Request to explain the reason for the absence.
  - a. A written statement from the Red Cross indicating the potential need for the employee's absence must be provided to the agency head for prior approval.
  - b. Upon return to work, a written statement certifying the employee's activities during the absence must be provided.

## Educational (ED)

1. Educational absence is available to an employee who is scheduled for job-related out-service training during normal work hours. Such training may or may not be funded by the commonwealth and is authorized through Form STD-279, Out-Service Training Authorization. Educational absence is only used when the training is non-management directed. Educational absence may not exceed 20 days in a leave calendar year (**Reference:** *Management Directive 535.3, Out-Service Training*).  
**Note:** Training of this nature is not a job assignment and is employee-initiated.  
**Note:** The approval of educational absence is determined by the agency head.  
**Note:** For permanent part-time employees, the entitlement is pro-rated.
2. Generally, educational absence is **not** used for training, which is management directed, job-related, and funded by the commonwealth, because this training is a job assignment. **Note:** Some union contracts provide continuing education; in those cases, the management-directed training is charged as an educational absence.
3. Educational absence may **not** be used for training, which is not job-related and not paid for by the commonwealth.

## Independent Examination (IE)

1. Independent examination absence is available to an employee ordered to attend an independent medical evaluation related to a work-related injury or sick, parental, or family care absence, when an employee is scheduled to work during the time of the examination. **Note:** All agencies that participate in SEAP are required to use the Independent Psychological Evaluation (IPE) process for fitness for duty evaluations done by a psychologist. Absences are neither recorded nor charged, until the initial decision is made.
2. Reasonable travel time to and from the appointment may be included.

## Military (M, MACT, MASG, MEBR)

1. Military absence is available to a permanent or non-permanent employee who is a member of a reserve component of the Armed Forces of the United States or Pennsylvania National Guard component (**Reference:** *Management Directive 530.26, Military Leaves of Absence*). **Note:** A non-permanent employee is only entitled to paid military absence, if they would have been scheduled to work on the day of the military absence. **Note:** An initial physical examination for entry into military is charged as administrative absence.
2. Up to 15 workdays of paid military absence (M) (112.5/120 hours) may be used during each leave calendar year for any of the following reasons. **Note:** Paid military absence is not pro-rated for part-time employees. **Note:** An employee who separates and is rehired in the same leave calendar year will not receive more than 15 days of paid military quota.
  - a. Annual active duty for training.
  - b. Attendance at service schools.
  - c. Basic training.

- d. Short tours of active duty for special projects.
  - e. Attendance at military conferences and participation in any command post exercise or maneuver, which is separate from annual active for training or inactive duty training.
  - f. For Pennsylvania National Guard **only**, other military duty.
3. Up to 15 workdays of paid military absence (MACT) (112.5/120 hours) may be used during each leave calendar year in accordance with *51 Pa. C.S. § 4102, as amended by Act 150 of 2006*. **Note:** This absence type is retroactive to January 1, 2005.
  4. Up to 15 workdays of paid military absence (MEBR) (112.5/120 hours) may be used by a permanent employee during the employee's career in accordance with *Executive Board Resolution #LE-07-340*.
  5. Unlimited paid military absence (MASG) may be used by a Pennsylvania National Guard member ordered into service by the Governor of Pennsylvania for emergencies or disasters for the duration of the emergency or disaster.
  6. Requests must be accompanied by military orders or other authorization and should be provided in advance, if circumstances permit. **Note:** Pre-deployment activities are not authorized by orders, and therefore, military absence is not available for that purpose.

#### **Military Caregiver Absence (YA, YC, YCMP, YH, YP, YSC, YSF, YZDF, YZSE)**

1. Paid Military Caregiver Absence is available to an eligible employee to cover absences from work due to the Serious Injury or Illness of a covered military service member (**Reference:** *Management Directive 530.30, Sick, Parental, and Family Care Absence Policy*, and also the paid and **Unpaid Sick, Parental, and Family Care Absence**, paid and **Unpaid Military Exigency Absence**, and the **Unpaid Military Caregiver Absence** sections of this manual for additional information).
  - a. Eligibility is met by obtaining one year of service and working 1,250 hours during the 12-month period preceding the date of the first absence for each event. **Note:** Eligibility requirements must be met for each new or different event.
  - b. If eligible, the employee is entitled to use up to 26 weeks (982.5/1,048 hours) of Military Caregiver Absence within a single 12-month period. **Note:** If medically necessary, may be taken on an intermittent or reduced time basis for up to 26 weeks (982.5/1,048 hours or pro-rated amount for a part-time employee) within a single 12-month period. **Note:** Paid and unpaid Military Caregiver Absence count against this entitlement.
2. A family member for this purpose is defined as an employee's spouse, child, or parent. May also be used when the employee is the Next of Kin of the covered servicemember. A servicemember is a member of the Armed Forces, including a reserve component or National Guard member who is undergoing treatment, recuperation, or therapy as a result of a serious injury or illness incurred in the line of duty while on active duty.

- a. A parent can be a biological parent or an individual who stood as a parent (in loco parentis) to the employee when the employee was a child.
  - b. A child can be a biological child, adopted child, foster child, stepchild, legal ward, or a child for whom the employee stood as a parent (in loco parentis) who is of any age.
3. Proof of Military Caregiver Absence must be provided within 15 calendar days of the request via the Serious Injury or Illness of a Covered Service Member Certification Form (**Reference:** [www.spf.state.pa.us](http://www.spf.state.pa.us) for a copy of the Request for Military Caregiver Absence Form and the Serious Injury or Illness of a Covered Service Member Certification Form).
  4. Upon commencement of each Military Caregiver Absence, all applicable accrued/actual sick quota (sick family and additional sick family), annual/combined, personal, holiday, and compensatory quota must be used before any other paid or unpaid absence. Sick quota may only be used for reasons in which a sick absence is ordinarily used. After all applicable accrued/actual quota is used, employees may choose to use anticipated annual, personal, and/or applicable sick quota in accordance with anticipation rules/policies. All forms of paid absence used, beginning with sick, will run concurrently with the commencement of and be deducted from the Military Caregiver Absence entitlement.
  5. If a paid holiday occurs during a Military Caregiver Absence of at least one week (37.5/40 hours) in duration, the holiday will be charged as a Military Caregiver holiday absence (YH).

#### **Military Exigency Absence (YA, YC, YCMP, YH, YP)**

1. Paid Military Exigency Absence is available to an eligible employee due to the covered military member's active duty status in support of a contingency operation (**Example:** Short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities) (**Reference:** *Management Directive 530.30, Sick, Parental, and Family Care Absence Policy*, and also the paid and **Unpaid Sick, Parental, and Family Care Absence**, the paid and **Unpaid Military Caregiver Absence**, and the **Unpaid Military Exigency Absence** sections of this manual for additional information).
  - a. Eligibility is met by obtaining one year of service and working 1,250 hours during the 12-month period preceding the date of the first absence for each event. **Note:** Eligibility requirements must be met for each new or different event.
  - b. If eligible, the employee is entitled to use up to 12 weeks (450/480 hours) of Military Exigency Absence within a rolling year for all qualifying events. **Note:** Absence may be taken on an intermittent or reduced time basis during the 12 weeks. **Note:** Paid and unpaid SPF and Military Exigency Absence count against this entitlement. **Note:** Entitlement can change by the day, due to the rolling 12-month period.

2. A family member for this purpose is defined as an employee's spouse, child, or parent who is a member of a reserve component, a National Guard member, or a retired member of the regular armed forces or reserve on active duty or call to active duty status in support of a contingency operation.
  - a. A parent can be a biological parent or an individual who stood as a parent (in loco parentis) to the employee when the employee was a child.
  - b. A child can be a biological child, adopted child, foster child, stepchild, legal ward, or a child for whom the employee stood as a parent (in loco parentis) who is of any age.
3. Proof of Military Exigency Absence must be provided at the time of the request via a copy of the covered military member's orders or other military documentation and the Military Exigency Certification Form (**Reference:** <http://www.spf.state.pa.us> for a copy of the Request for Military Exigency Absence Form and the Military Exigency Certification Form). **Note:** Additional documentation to substantiate that the employee performed that activity during the absence also may be requested.
4. Upon commencement of each Military Exigency Absence, all applicable accrued/actual annual/combined, personal, holiday, and compensatory quota must be used before any other paid or unpaid absence. An employee also may choose to use anticipated annual and/or personal quota in accordance with anticipation rules/policies. All forms of paid and unpaid absence used will run concurrently with the commencement of and be deducted from the SPF and Military Exigency Absence entitlement.
5. If a paid holiday occurs during a Military Exigency Absence of at least one week (37.5/40 hours) in duration, the holiday will be charged as a Military Exigency holiday absence (YH).

#### **Stress Day [H-1 Bargaining Unit only] (SS)**

1. A permanent employee with five or more years of service in the H-1 Bargaining Unit shall earn one stress day per leave calendar year. The absence will be available for use after 30 working days in an active pay status in the leave calendar year. This absence type is not charged to paid quota.
2. Stress absence is subject to management's responsibility to maintain efficient operations. **Note:** The stress day is available, if no more than 10% of the employees scheduled on that shift have called off.
3. If not used in the leave calendar year in which it was earned or prior to separation, the stress day is relinquished and not paid.

#### **Heart and Lung and Act 632/534 (DH, MH, DA, MA)**

1. These absences are available to an employee who is injured on the job when the injury falls under the scope of one of these laws.

- a. The *Heart and Lung Act* applies only to an employee working a police-type job classification in the Department of General Services, State Police, Attorney General, Department of Corrections, Department of Public Welfare, Probation and Parole, or Liquor Control Board.
  - b. *Act 632/534* applies only to an employee injured at the hands of an inmate or patient when working in the Department of Corrections or Department of Public Welfare.
2. The Human Resource Office approves the use of these absences. Until a decision regarding the acceptance of the injury under the scope of either law, Sick, Parental, and Family Care (SPF) Absence or Extended Sick, Parental and Family Care Absence (ESPF) is approved, provided the employee meets eligibility requirements (**Reference:** the paid **Sick, Parental, and Family Care (SPF) Absence** and **Paid Injury Leave** sections of this manual for limitations and exceptions when using sick quota for these reasons). Once the injury is accepted under the scope of one of these laws, SPF Absence is not applicable.
3. The absence also is available for medical appointments related to the injury. The employee receives regular pay while using this type of absence for a medical appointment, since medical appointments ordinarily are not considered for compensation under the laws.
4. Medical certification may be required for all absences.

#### **Paid Office Closings (POC)**

1. A permanent or non-permanent employee is eligible for paid office closings, except a non-permanent employee who, due to the conditions of their employment, are not eligible to earn quota or leave service credit (**Reference:** *Management Directive 530.17, Partial and Full-Day Closings of State Offices*). **Note:** Annuitants and interns are eligible for paid office closings if scheduled to work.
2. Office closings **only** apply to an employee who works in a nonessential operation. **Note:** Occasionally an employee in a nonessential operation can be essential, if a skeletal crew must remain at a work site, or if the work the employee performs, must be completed to meet a specific deadline.
3. An employee must report to work to benefit from a delayed start. An employee must physically be at work to benefit from an early dismissal. **Note:** Meal periods should not be altered to extend a partial day office closing.
4. Paid office closing absences are only recorded in the computer system when overtime is worked within the pay period in which a partial or full day office closing occurs. **Note:** Administrative absence is not charged for an office closing.
5. When offices are closed consecutively for two or more full workdays, an employee will be charged annual, personal, sick, or unpaid absence, as appropriate, on the second and ensuing days of absence.
6. An employee on approved absence is charged with the absence type approved. **Note:** Approved absence may only be canceled before the end of the shift immediately before the office closing.

7. For an employee who has not reported to work by the time a partial day closing has been announced, even if the employee notified the office of intended lateness, annual, personal, holiday, compensatory, or unpaid absence must be charged for the entire day.
8. For an employee who reports to work after a delayed starting time, annual, compensatory, holiday, personal, or unpaid absence is charged from the delayed starting time to the time of the employee's arrival. **Note:** If an employee fails to report to work and there is a delayed start, the partial-day closing does not apply.
9. For an employee who departs work prior to an early dismissal time, annual, compensatory, holiday, or personal absence or unpaid absence must be charged from the time the employee departed from work to the normal quitting time, not the adjusted early dismissal quitting time.
10. For an employee who works on an alternate work schedule (AWS), the following applies, unless it is otherwise stated in the AWS agreement:
  - a. An early dismissal is usually authorized for a specific number of hours before the normal quitting time, so the release is based on the employee's AWS quitting time.
  - b. A delayed start is usually authorized for a specific number of hours after the normal starting time, so the delayed starting time is based on the employee's AWS starting time.
  - c. For a full day closing or for an early dismissal at a specific time, the AWS schedule does not need to be fulfilled. No additional absence must be submitted and/or no additional time must be worked.
  - d. For an employee who has not reported to work by the time a partial day closing has been announced, even if the employee notified the office of intended lateness, annual, personal, holiday, compensatory, or unpaid absence must be charged for the entire day as required by the AWS. **Note:** Depending on the terms of the AWS, the employee may be able to work additional time to fulfill the hours of the AWS or supplement the amount of absence to be charged.
  - e. In the event that a full or partial day closing is announced that occurs on a participant's prescheduled AWS day off, the prescheduled AWS day off may not be moved to another day.
11. An employee who is scheduled to be off work when an office closing occurs will not be granted compensatory quota or another day off.
12. For an employee who is required to work during an office closing, the following applies:
  - a. The employee will be compensated at the employee's regular rate of pay.
  - b. The employee will have the hours worked counted as hours worked for overtime purposes.

- c. The employee will not receive compensatory quota or time off on another day.
- d. An employee who is required to work, but does not work, shall not be paid for the hours scheduled to work, unless the employee has a valid and compelling reason for the absence. **Note:** The appropriate absence type for an employee without a valid and compelling reason is unapproved absence without leave (AW).

**Sick, Parental, and Family Care (SPF) Absence (YA, YC, YH, YP, YS, YSC, YSF, YZD, YZDF, YZSE)**

1. Paid SPF Absence is available to a permanent employee due the serious health condition of the employee or qualifying family member or due to the birth, adoption, or foster care placement (**Reference:** *Management Directive 530.30, Sick, Parental, and Family Care Absence Policy*, and also the **Unpaid Sick, Parental and Family Care Absence**, the paid and **Unpaid Military Exigency Absence**, and the paid and **Unpaid Military Caregiver Absence** sections of this manual for additional information). **Note:** Eligibility requirements must be met for each new or different event (**Reference:** *Management Directive 530.2, Sick Leave Without Pay, Parental Leave Without Pay, and Family Care Leave Without Pay and Management Directive 530.4, State Paid Benefits While on Sick, Parental, or Family Care Leave Without Pay* for policies that apply to employees that have not negotiated SPF Absence).
2. To be eligible, the employee must have accrued one year of service and have worked 1,250 hours during the 12-month period preceding the date of the first absence for each SPF event (**Reference:** *Management Directive 530.30, Sick, Parental, and Family Care Absence Policy*, for exceptions to this requirement).
3. If eligible, the employee is entitled to use up to six months (982.5/1,048 hours or a pro-rated amount for a part-time employee) of SPF absence within a rolling year for all qualifying events.
  - a. Entitlement can change by the day, due to the rolling 12-month period. **Note:** Entitlement is not limited to six months, if the employee has in excess of six months of paid quota available.
  - b. Paid and unpaid SPF and Military Exigency Absence counts against this entitlement.
4. For the purpose of SPF Absence, a family member is defined as a spouse, parent, child, or other person qualifying as a dependent under IRS eligibility criteria. A parent can be a biological parent or an individual who stood as a parent to the employee when the employee was a child (in loco parentis). A child can be a biological child, adopted child, foster child, stepchild, legal ward, or a child in the care of a person who is standing as a parent (in loco parentis); a child must be under age 18, or if 18 years or older must be incapable of self-care because of a mental or physical disability. **Note:** The definition of family member for management employees and employees represented by some union agreements also includes the employee's domestic partner and the biological or adopted child of the domestic partner (**Reference:** Appendix N: Absence Benefits for Same-Sex Domestic Partners).

5. Proof of SPF absence must be provided within 15 calendar days of receiving a written request for medical documentation on the commonwealth's Serious Health Condition Certification form for the serious health condition of the employee or qualifying family member (**Reference:** <http://www.spf.state.pa.us> for a copy of the Serious Health Condition Certification form). **Note:** Proof for parental absence for birth, adoption, or foster care placement must be provided within 15 days of the event.
  - a. Medical recertification may be requested as often as every 30 days in connection with intermittent absence, upon expiration of the initial certification and/or upon changed circumstances. **Note:** A second and third medical opinion may be ordered at the commonwealth's expense.
  - b. A Serious Health Condition form is not required for individuals who have been placed on an employer based referral through SEAP (**Reference:** SEAP Coordinator & SPF Coordinator Interaction document dated July 8, 2008).
6. Upon commencement of each SPF Absence, all applicable accrued/actual sick quota (including sick family and additional sick family) must be used before any other paid or unpaid absence. Sick quota is only required (and may only be used) for reasons in which a sick absence is ordinarily used. After all applicable accrued/actual sick quota is used, employees may choose to use accrued/actual annual, personal, compensatory, and holiday quota. An employee also may choose to use anticipated annual, personal, and/or sick quota in accordance with anticipation rules/policies. All forms of paid absence used, beginning with sick, will run concurrently with the commencement of and be deducted from the SPF Absence entitlement.
7. SPF absences that are medically necessary may be taken on an intermittent or reduced time basis, only during the initial 12 weeks (450/480 hours or pro-rated amount for a part-time employee) of absence in a rolling year. **Note:** For parental absence, approval is at the agency's discretion and may only be approved for a predetermined work schedule.
8. A non-permanent employee is not entitled to SPF Absence, but is entitled to up to 12 weeks (450/480 hours or a pro-rated amount of time for a part-time employee) of unpaid absence within a rolling year for all qualifying events. **Note:** Entitlement can change by the day, due to the rolling 12-month period. **Note:** An SPF absence may not be used for incarceration or an approved work-related injury.
9. If a paid holiday occurs during an SPF absence of at least one week (37.5/40 hours) in duration, the holiday will be charged as an SPF holiday absence (YH).

## Leave Donation (S, SC, YZD, YZDF)

1. A permanent employee may receive up to 12 weeks (450/480 hours) of donated absence, per leave calendar year, for absences due to a catastrophic injury or illness, regardless of length of service (**Reference:** The Employee Benefits and Absence Forms website to access a Request to Receive Leave Donations form). **Note:** Donated absence quota may not be used for work-related injuries or illnesses, minor illnesses, injuries, or impairments, sporadic, short-term recurrences of chronic, non-life threatening conditions, short-term absences due to contagious diseases, or short-term recurring medical or therapeutic treatments, unless complications would result and condition would be for a non-work-related medical condition. **Note:** Requests for donations must be accompanied by a Leave Donation Health Condition Certification form (**Reference:** The Employee Benefits and Services website, Absence Program tab, under the Forms page, for the Leave Donation Health Condition Certification form).
  - a. Catastrophic injury or illness is defined as a direct threat to life or to the vital function of the major bodily systems or organs, and would cause the employee to take an unpaid absence or terminate employment.
  - b. Family member is defined as a husband, wife, child, stepchild, foster child, or parent of the employee or any other person qualifying as a dependent under IRS eligibility criteria. **Note:** Five days of sick family and any additional sick family absence for which the employee is eligible must be used. **Note:** The absence may also be used as a bereavement absence, if the employee's family member dies and the employee has no accrued or anticipated sick quota available.
2. An employee must be absent for 20 workdays and use all accrued and anticipated annual, combined, and sick quota and all accrued personal, holiday, and compensatory quota before receiving leave donations.
  - a. A separate accumulation period of 20 workdays (150/160 hours) must be met for each catastrophic illness or injury of the employee or a family member each leave calendar year in which donated absence quota is used. **Note:** Each request must be documented on a separate Request to Receive Leave Donations form.
  - b. Donated absence quota may not be applied to the required 20 workday accumulation period.
3. An employee is **not** eligible to receive donated absence quota if during the previous six months, the employee was placed on a written leave restriction, received a written reprimand, or was placed on a suspension related to attendance.
4. Permanent employees may donate accrued/actual annual and personal absence quota to multiple employees who have been approved to receive donations for a catastrophic illness or injury, as long as the minimum donation is made to each employee (**Reference:** The Employee Benefits and Absence, Forms, website to access a Request to Donate Leave form). **Note:** Anticipated absence quota may not be donated.
  - a. The donor's annual absence quota after donation cannot be less than the equivalent of five workdays of absence (37.5 or 40 hours).

- b. Donations must be made in increments of one day (7.5/8 hours), but no more than five days (37.5/40 hours) can be donated by any one employee to any other individual employee in the same leave calendar year. **Note:** If a 7.5 hour employee donates one day to an 8 hour employee, the donor's quota is reduced by 7.5 hours and the recipient's quota is increased by 7.5 hours, not 8 hours.
- 5. If sufficient donations are not received from employees within the employee's own agency, then donations may be requested from outside of the agency within a reasonable geographic distance or from a relative (**Reference:** The Employee Benefits and Absence, Forms, website to access a Request to Receive Leave Donations Across Agencies form).
- 6. Donated absence quota that remains unused once the employee is released by the physician for full-time work, when the family member's condition no longer requires the employee's absence, or at the end of the leave calendar year **must** be returned to the donors in inverse order of donation. **Note:** If the absence is expected to continue beyond the greater of 20 workdays or the amount of annual and sick absence quota that could be earned and used in the following leave calendar year, then the donated absence quota may be carried into the next leave calendar year.

### **Special Extension of Sick Leave (S, YZSE)**

- 1. A permanent employee with at least one year of credited service is eligible for consideration of a special extension of sick absence (**Reference:** The Employee Benefits and Absence, Forms, website to access a Special Extension of Sick Leave form). **Note:** A request cannot be granted retroactively for an employee who separates or deceases.
- 2. All accrued and anticipated annual, combined, and sick quota and all accrued personal, holiday, and compensatory quota must be used before receiving a special extension of sick absence.
- 3. Initial entitlements must be approved by the agency head (**Reference:** Appendix L: Accruals, Entitlements, and Maximum Carryover Amounts, for the maximum initial entitlement that an agency head may authorize). **Note:** Entitlements are pro-rated for a part-time employee. **Note:** For an illness or injury that spans two leave calendar years, an initial entitlement may be granted in the first and second leave calendar years of the illness or injury.
  - a. The illness or disability must be substantiated by the commonwealth's Family and Medical Leave Act Serious Health Condition Certification form, which covers the period of the request and includes at least a prognosis and anticipated return date. **Note:** If the employee is not expected to be able to return to work, a special extension cannot be granted.
  - b. If granted, one copy of the approved request for Special Extension of Sick Leave form, and the commonwealth's Serious Health Condition Certification form must be sent to the Bureau of Employee Benefits and Services, PA Office of Administration.
- 4. Special extension requests beyond the initial extension must be recommended by the agency head and forwarded to the PA Office of Administration for Executive Board approval.

- a.** The injury or illness must cause severe hardship and continue to require absence from work.
- b.** Proof of severe hardship, including, but not limited to, the number of dependents in the family, family savings information, monthly family income, monthly family expenses, and outstanding medical bills not paid by medical/hospital insurance must be provided.

**PART THREE  
UNPAID ABSENCES**

Part three provides general information and details of unpaid absence types.

## UNPAID ABSENCES

### Cyclical (CY)

1. Unpaid cyclical absence with benefits is available for up to three consecutive months every year due to a cyclical work schedule or weather conditions (**Reference:** *Management Directive 530.20, State Paid Benefits While on Cyclical Leave Without Pay*).
2. An employee who is on a cyclical work schedule must be placed on an unpaid cyclical absence, regardless of the employee's eligibility for medical/hospital, supplemental health insurance, or Group Life Insurance benefits.
3. An employee may move directly from a cyclical absence to a sick, parental, family care, or other unpaid absence. Cyclical absence does not reduce any other unpaid absence entitlement.
  - a. An employee using sick, parental, family care, or any other unpaid absence when cyclical absence is scheduled to begin should be removed from such unpaid absence for the duration of the cyclical absence, except during a period of legal strike.
  - b. An employee who is unable to return at the end of the regular cyclical absence period will be charged another absence type, as appropriate. **Note:** An employee cannot remain on cyclical absence.

### Unpaid Injury Leave (IM, IO, IW)

1. Unpaid injury leave is available to an employee who is injured on the job and is eligible to receive Workers' Compensation benefits (**Reference:** *Manual 530.2, Injury Leave Manual*). A combination of paid and unpaid injury leave may be granted for the duration of the disability or up to one year. Workers' Compensation is paid for the duration of the absence.
2. An employee eligible for injury leave must elect to use either unpaid injury leave and receive no supplemental pay or paid injury leave and receive a paid injury leave supplement to the Workers' Compensation payment (**Reference:** the **Paid Injury Leave** section of this manual for additional information).
3. The Human Resource Office approves the use of injury leave. Until a decision regarding the acceptance of Workers' Compensation is made, Sick, Parental, and Family Care (SPF) Absence or Extended Sick, Parental and Family Care Absence (ESPF) is to be approved, provided the employee meets eligibility requirements (**Reference:** the paid and **Unpaid Sick, Parental, and Family Care (SPF) Absence** and the **Paid Injury Leave** sections of this manual for limitations and exceptions when using sick quota for these reasons). Once the injury is accepted under the Worker's Compensation Act, SPF Absence is not applicable.
4. One full day of unpaid injury leave is charged for each day of absence, including holidays.

5. After one year of paid or unpaid injury leave with benefits, an employee is entitled to unpaid injury leave without benefits (IW) for up to three years from the date of the injury. **Note:** This period is not cumulative, and is exactly 3 years from the date of the injury.
6. Unpaid injury leave may be charged for medical appointments related to a compensable injury when an employee has no accrued quota to use. Workers' Compensation ordinarily is not paid for medical appointments.
7. Medical certification may be required for all absences in which injury leave is requested.

### **Unpaid Military (MO, MW)**

1. Unpaid military absence is available to an employee who leaves work to enter, voluntarily or involuntarily, any branch of the Armed Forces of the United States, any of its Reserve components, any of its National Guard components, or the commissioned corps of the Public Health Service for the purpose of training or service (**Reference:** *Management Directive 530.26, Military Leaves of Absence*).
2. An unpaid military absence must be granted for all active duty including full-time National Guard duty, active duty for training, Active Guard Reserve (AGR) duty, Active Duty for Special Work (ADSW), and active duty other than training.
3. Unpaid military absence is available for five years, plus any involuntary service during wartime or national emergency. The five years is cumulative throughout employment with the commonwealth.
4. Unpaid military absence shall expire:
  - a. For periods of service of more than 180 days, no more than 90 days after the completion of the service.
  - b. For periods of service of more than 30 days but less than 181 days, no more than 14 days after the completion of the service.
  - c. For periods of service that were less than 31 days, the first full regularly scheduled work period following the period of service or up to eight hours after an opportunity to return from the place of service to the employee's home.
  - d. For periods of hospitalization or convalescence from illness or injury incurred during the period of service, up to two years after the period of service or when recovered, whichever occurs sooner.
  - e. For circumstances beyond an employee's control, the above periods may be extended upon demonstration of such circumstance.
5. Employees have the right to return to work at the time of or prior to the expiration of a military absence upon notifying the agency head of the desire and availability to return to commonwealth service, provided the following are met:
  - a. The employee is capable of performing the essential functions of the position.

- b. For non-permanent employees, the temporary position has not yet expired.
  - c. The employee has been honorably discharged from active military duty.
  - d. For periods of service delineated in letter a. and c. above, written application for reemployment is provided to the agency head.
6. A permanent employee on active military duty while on unpaid military absence may be entitled to monthly stipends.
- a. Stipend payments are pro-rated at a weekly amount for partial months of unpaid military absence.
  - b. When an employee is released from active duty, and a delay to return to work occurs based on the periods outlined in #5 above, stipend payments will not be made for the interval between the release from active duty and the return to work. **Note:** Non-permanent employees are not entitled to monthly stipend payments.

### **Unpaid Military Caregiver Absence (YUMC)**

1. Unpaid Military Caregiver Absence is available to an eligible employee to cover absences from work due to the serious injury or illness of a covered military service member (**Reference:** *Management Directive 530.30, Sick, Parental, and Family Care Absence Policy*, and also the paid and **Unpaid Sick, Parental, and Family Care Absence**, the paid and **Unpaid Military Exigency Absence**, and the paid **Military Caregiver Absence** sections of this manual for additional information).
- a. Eligibility is met by obtaining one year of service and working 1,250 hours during the 12-month period preceding the date of the first absence for each event. **Note:** Eligibility requirements must be met for each new or different event.
  - b. If eligible, the employee is entitled to use up to 26 weeks (982.5/1,048 hours) of Military Caregiver Absence within a single 12-month period. **Note:** If medically necessary, may be taken on an intermittent or reduced time basis for up to 26 weeks (982.5/1,048 hours or pro-rated amount for a part-time employee) within a single 12-month period. **Note:** Paid and unpaid Military Caregiver Absence counts against this entitlement.
2. A family member for this purpose is defined as an employee's spouse, child, or parent. May also be used when the employee is the Next of Kin of the covered servicemember. A service member is a member of the Armed Forces, including a reserve component or National Guard member who is undergoing treatment, recuperation, or therapy as a result of a serious injury or illness incurred in the line of duty on active duty.
- a. A parent can be a biological parent or an individual who stood as a parent (in loco parentis) to the employee when the employee was a child.
  - b. A child can be a biological child, adopted child, foster child, stepchild, legal ward, or a child for whom the employee stood as a parent (in loco parentis) who is of any age.

3. Proof of military caregiver absence must be provided within 15 calendar days of the request via the Serious Injury or Illness of a Covered Service Member Certification Form (**Reference:** <http://www.spf.state.pa.us> for a copy of the Request for Military Caregiver Absence Form and the Serious Injury or Illness of a Covered Service Member Certification form).
4. Upon commencement of each military caregiver absence, all applicable accrued/actual sick quota (sick family and additional sick family), annual/combined, personal, holiday, and compensatory quota must be used before any other paid or unpaid absence. Sick quota may only be used for reasons in which a sick absence is ordinarily used. After all applicable accrued/actual quota is used, employees may choose to use anticipated annual, personal, and/or applicable sick quota in accordance with anticipation rules/policies. All forms of paid absence used, beginning with sick, will run concurrently with the commencement of and be deducted from the Military Caregiver Absence entitlement.
5. If a paid holiday occurs during a military caregiver absence of at least one week (37.5/40 hours) in duration, the holiday will be charged as a Military Caregiver holiday absence (YH).

#### **Unpaid Military Exigency Absence (YUME)**

1. Unpaid Military Exigency Absence is available to an eligible employee due to the covered military member's affairs while on active duty or called to active duty status in support of a contingency operation (**Example:** Short notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post deployment activities, and additional activities) (**Reference:** *Management Directive 530.30, Sick, Parental, and Family Care Absence Policy*, and also the paid and **Unpaid Sick, Parental, and Family Care Absence**, the paid and **Unpaid Military Caregiver Absence**, and the paid **Military Exigency Absence** sections of this manual for additional information).
  - a. Eligibility is met by obtaining one year of service and working 1,250 hours during the 12-month period preceding the date of the first absence for each event. **Note:** Eligibility requirements must be met for each new or different event.
  - b. If eligible, the employee is entitled to use up to 12 weeks (450/480 hours) of Military Exigency Absence within a rolling year for all qualifying events. **Note:** Absence may be taken on an intermittent or reduced time basis during the 12 weeks. **Note:** Paid and unpaid SPF and Military Exigency Absence count against this entitlement. **Note:** Entitlement can change by the day, due to the rolling 12-month period.
2. A family member for this purpose is defined as an employee's spouse, child, or parent who is a member of a reserve component, a National Guard member, or a retired member of the regular armed forces or reserve on active duty or call to active duty status in support of a contingency operation.
  - a. A parent can be a biological parent or an individual who stood as a parent (in loco parentis) to the employee when the employee was a child.

- b. A child can be a biological child, adopted child, foster child, stepchild, legal ward, or a child for whom the employee stood as a parent (in loco parentis) who is of any age.
3. Proof of Military Exigency Absence must be provided at the time of each request via a copy of the covered military member's orders or other military documentation and the Military Exigency Certification form (**Reference:** [www.spf.state.pa.us](http://www.spf.state.pa.us) for a copy of the Request for Military Exigency Absence form and the Military Exigency Certification form). **Note:** Additional documentation to substantiate that the employee performed that activity during the absence also may be requested.
  4. Upon commencement of each Military Exigency Absence, all applicable accrued/actual annual/combined, personal, holiday, and compensatory quota must be used before any other paid or unpaid absence. An employee also may choose to use anticipated annual and/or personal quota in accordance with anticipation rules/policies. All forms of paid and unpaid absence used, will run concurrently with the commencement of and be deducted from the SPF and Military Exigency Absence entitlement.
  5. If a paid holiday occurs during a Military Exigency Absence of at least one week (37.5/40 hours) in duration, the holiday will be charged as a Military Exigency holiday absence (YH).

#### **Regular/Approved Absence (AO)**

1. Generally, any employee is eligible for unpaid regular/approved absence at the sole discretion of the agency head. There is no requirement to approve any absence to which the employee has no accrued quota. **Note:** Agencies are encouraged to consider approvals of this absence type carefully. **Note:** Remarks must be included on the Leave Request to explain the reason for the absence.
2. This type of absence may not exceed two years, unless specifically extended due to temporary illness or disability.

#### **Unpaid Sick, Parental, and Family Care (SPF) Absence (FL, PO, SO, YUFO, YUPO, YUSO)**

1. Unpaid SPF Absence is available to a permanent employee due the serious health condition of the employee or qualifying family member or due to the birth, adoption, or foster care placement (**Reference:** *Management Directive 530.30, Sick, Parental, and Family Care Absence Policy*, and also the paid **Sick, Parental, and Family Care Absence**, the paid and **Unpaid Military Exigency Absence**, and the paid and **Unpaid Military Caregiver Absence** sections of this manual for additional information). **Note:** Eligibility requirements must be met for each new or different event (**Reference:** *Management Directive 530.2, Sick Leave Without Pay, Parental Leave Without Pay, and Family Care Leave Without Pay and Management Directive 530.4, State Paid Benefits While on Sick, Parental, or Family Care Leave Without Pay* for policies that apply to employees that have not negotiated SPF Absence).
2. To be eligible, the employee must have accrued one year of service and have worked 1,250 hours during the 12-month period preceding the date of the first absence for each SPF event (**Reference:** *Management Directive 530.30, Sick, Parental, and Family Care Absence Policy*, for exceptions to this requirement).

3. If eligible, the employee is entitled to use up to six months (982.5/1,048 hours or a pro-rated amount for a part-time employee) of SPF absence within a rolling year for all qualifying events.
  - a. Entitlement can change by the day, due to the rolling 12-month period. **Note:** Entitlement is not limited to six months, if the employee has in excess of six months of paid quota available.
  - b. Paid and unpaid SPF and Military Exigency Absence counts against this entitlement.
4. For the purpose of SPF Absence, a family member is defined as a spouse, parent, child, or other person qualifying as a dependent under IRS eligibility criteria. A parent can be a biological parent or an individual who stood as a parent to the employee when the employee was a child (in loco parentis). A child can be a biological child, adopted child, foster child, stepchild, legal ward, or a child in the care of a person who is standing as a parent (in loco parentis); a child must be under age 18, or if 18 years or older must be incapable of self-care because of a mental or physical disability. **Note:** The definition of family member for management employees and employees represented by some union agreements also includes the employee's domestic partner and the biological or adopted child of the domestic partner (**Reference:** Appendix N: Absence Benefits for Same-Sex Domestic Partners).
5. Proof of SPF absence must be provided within 15 calendar days of receiving a written request for medical documentation on the commonwealth's Serious Health Condition Certification form for the serious health condition of the employee or qualifying family member (**Reference:** [www.spf.state.pa.us](http://www.spf.state.pa.us) for a copy of the Serious Health Condition Certification form). **Note:** Proof for parental absence for birth, adoption, or foster care placement must be provided within 15 days of the event.
  - a. Medical recertification may be requested as often as every 30 days in connection with intermittent absence, upon expiration of the initial certification and/or upon changed circumstances. **Note:** A second and third medical opinion may be ordered at the commonwealth's expense.
  - b. A Serious Health Condition form is not required for individuals who have been placed on an employer based referral through SEAP (**Reference:** SEAP Coordinator & SPF Coordinator Interaction document dated July 8, 2008).
6. Upon commencement of each SPF Absence, all applicable accrued/actual sick quota (including sick family and additional sick family) must be used before any other paid or unpaid absence. Sick quota is only required (and may only be used) for reasons in which a sick absence is ordinarily used. After all applicable accrued/actual sick quota is used, employees may choose to use accrued/actual annual, personal, compensatory, and holiday quota. An employee also may choose to use anticipated annual, personal, and/or sick quota in accordance with anticipation rules/policies. All forms of paid absence used, beginning with sick, will run concurrently with the commencement of and be deducted from the SPF Absence entitlement.

7. SPF absences that are medically necessary may be taken on an intermittent or reduced time basis, only during the initial 12 weeks (450/480 hours or pro-rated amount for a part-time employee) of absence in a rolling year. **Note:** For parental absence, approval is at the agency's discretion and may only be approved for a predetermined work schedule.
8. A non-permanent employee is not entitled to SPF Absence, but is entitled to up to 12 weeks (450/480 hours or a pro-rated amount of time for a part-time employee) of unpaid absence within a rolling year for all qualifying events. **Note:** Entitlement can change by the day, due to the rolling 12-month period. **Note:** An SPF absence may not be used for incarceration or an approved work-related injury.

**Extended Sick, Parental, and Family Care (ESPF) Absence (PW, SW, YUFW, YUPW, YUSW)**

1. An employee is entitled to up to six months (982.5/1,048 hours or a pro-rated amount for a part-time employee) of ESPF Absence without benefits, if the request is made in writing and includes proof of the need for continuing absence on the commonwealth's Serious Health Condition Certification form and the absence is contiguous to the expiration of SPF absence (**Reference:** *Management Directive 530.30, Sick, Parental, and Family Care Absence Policy*). **Note:** When the one year of service eligibility requirement has not been met, or when employees have been employed less than one year since the most recent hire date, ESPF absence shall be available for a period of at least two consecutive weeks; however, only one occasion within a rolling year may be approved.
2. When not eligible or entitled to SPF or ESPF Absence, the employee will be subject to disciplinary action up to and including involuntarily termination from employment, unless:
  - a. The employee chooses to use paid absence that was not used at the commencement of the absence, subject to ordinary provisions for the use of those absence types; or
  - b. The employee requests to use unpaid regular/approved absence, subject to ordinary provisions for the use of this absence, return to work, or resign the position.
3. An employee who is not eligible for SPF or ESPF Absence may be eligible for continued unpaid absence when the absence is contiguous with unpaid sick absence or at the discretion of the agency for unpaid parental absence. **Note:** There are no provisions to extend unpaid family care provisions for an employee not covered by SPF or ESPF Absence policy.

**Union Business (UB)**

1. An employee who is elected or appointed as a union official shall be granted, subject to management's responsibility to maintain efficient operations, up to six weeks (225/240 hours or a pro-rated amount for part-time employee) of unpaid absence in a leave calendar year to enable the employee to attend official union conventions or conferences (**Reference:** the **Holiday** section of this manual for information regarding holidays).

2. Requests for this absence type must be forwarded to the PA Office of Administration, Bureau of Labor Relations, by the union not less than three weeks prior to the date of each convention or conference.

### **Legal Strike (LS)**

1. This absence is used only during a legal strike (**Reference:** *Management Directive 590.5, Guidelines to be Followed During Legal or Illegal Strikes*).
2. All requested and scheduled annual, personal, combined, administrative, holiday, and compensatory absence shall be canceled/rejected for an employee in a striking bargaining unit during a strike, unless such absence type is being utilized in lieu of a Family and Medical Leave Act qualifying absence.
  - a. Notification of the cancellation of an absence should be provided to an affected employee in writing, if possible.
  - b. Cancellation applies to an absence that has already begun, as well as one approved but not yet begun.
3. An employee in a striking bargaining unit who is using military, civil, sick, sick family, additional sick family, sick bereavement, educational, or work-related injury absence, or sick, parental, or family care absence when a strike begins, or an employee in a striking bargaining unit who works during part of a strike and then requests such absence during another part of a strike may be granted such absence when the employee's absence can be substantiated. **Note:** Absence continuing after the beginning of a strike must be carefully reviewed to determine if the employee continues to be unable to work. **Note:** If any of the absences referenced above occur, the strike will take precedence.
4. An employee who exercises the right to strike and becomes ill, is called for civil duty, or encounters family illness during a strike, will not be not granted a sick or civil absence.

### **Tardy (T)**

1. Tardy is used for unexcused lateness. **Note:** In some cases, based on agency policy, the agency may allow an employee to use paid absence for the amount of time late. However, the granting of paid absence for lateness is considered as excused lateness and cannot be used alone to demonstrate a tardiness problem for discipline.
2. Continued tardiness may subject an employee to disciplinary action (**Reference:** the **Leave Abuse/Misuse** section of this manual for additional information).

### **Suspension (SPO, SPW)**

1. This absence type is used for disciplinary purposes when a suspension action is taken by an agency.
2. Suspension absence ordinarily is not used for discipline related to absences.

### **Absence Without Leave (AW)**

1. Absence without leave (AW) is applicable when an employee is absent from work and does not contact the supervisor or when an employee is absent for other unauthorized absences. **Note:** This is an unapproved absence.
2. After a maximum of five consecutive days of absence without leave, a termination action is implemented.
3. An employee that has a valid and compelling reason for not contacting the supervisor (**Example:** unable to contact due to emergency admittance to hospital) may have an unapproved, unpaid absence retroactively changed to another type of absence.
4. Discipline is usually an outcome from the charge of this absence type (**Reference:** the **Leave Abuse/Misuse** section of this manual for additional information).

## **PART FOUR APPENDICES**

The appendices have been added to the manual to provide references, definitions, special information, and specific details. The appendices are subject to change and periodic updates may be provided to keep the manual current.

The charts and information are accurate only at the time of this manual, and are subject to change.

## Appendix A

### Management Directives and Manuals Related To Absences

The following Management Directives and Manuals provide policy and procedures for some aspect of an absence or mention an absence type.

#### Management Directives

Directive	Title
205.37	Role Assignment, Security, and Internal Control Maintenance
315.1	Calculation and Payment of Statutory Salaries
505.7	Personnel Rules
505.9	Standard Abbreviations for Use With the Compensation Plan and SAP R3 System
505.18	Maintenance, Access, and Release of Employee Information
505.21	Office Hours
515.2	Transfer of Employees From One Agency to Another
515.4	Seniority Rights of Commonwealth Employees
515.10	Selection and Appointment to Non-Civil Service Positions
515.12	Confidential Employees
515.16	Appointment to Senior Level Positions
515.20	Reemployment of Commonwealth Annuitants
525.11	Dual Employment
530.1	Agency Employee Services Coordinators
530.2	Sick Leave Without Pay, Parental Leave Without Pay, and Family Care Leave Without Pay
530.4	State Paid Benefits While on Sick, Parental, or Family Care Leave Without Pay
530.8	Motor Vehicle Financial Responsibility Law
530.10	Administrative Leave to Compete in International and World Championships
530.11	Benefit Rights of Permanent and Temporary Employees
530.15	Disability Benefits, Related Pay Status Options, and Retired Employee Health Program (REHP)
530.17	Partial and Full Day Closings of State Offices
530.18	Benefit Rights of Furloughed Employees
530.20	State Paid Benefits While on Cyclical Leave Without Pay
530.21	Paid Leave for Blood Donation
530.26	Military Leaves of Absence
530.27	Leave Related Policies for Employees Excluded from Earning Leave and Leave Service Credit
530.30	Sick, Parental, and Family Care Absence Policy
535.3	Out-Service Training
570.14	Deferred Compensation Program
580.30	Classified Service Leave Without Pay and Return Rights
590.1	Labor Relations
590.2	Confidential Positions and Employees
590.5	Guidelines to be Followed During Legal or Illegal Strikes

**Manuals**

<b>Manual</b>	<b>Title</b>
210.9	General Administrative Records Retention and Disposition Schedule for Records Common to Most Agencies
505.4	Personnel Records Retention and Disposition Schedule
530.2	Injury Leave Manual
530.16	Temporary Clerical Pool Agency User Guide
530.18	The Benefits of a Healthy Sick Leave Balance

## Appendix B

### Definitions

The following are definitions of the terms used throughout this manual. **Note:** For purposes other than this manual, these words and terms may have different meanings.

**Absence.** Time not at work.

**Absence type.** A specific description or reason for an absence.

**Absence without leave (AW).** Any unauthorized absence from work without pay.

**Active pay status.** The condition in which an employee is paid for at least one hour within a pay period.

**Actual quota.** The amount of hours accumulated through the end of the last pay period.

**Agency head.** An official who is accountable for the operation of an agency. For absence types that require approval by the agency head, the authority may be delegated.

**Alternate Work Schedules (AWS).** A pre-established work schedule that allows an employee to work the same number of hours in a pay period or in two pay periods, but in fewer days than is required by the standard work schedule or with substantial change to the standard work schedule established by the agency or work site. **Note:** An AWS may not include more than 40 hours in a week or 80 hours in a pay period. (**Example:** 4 out of a 5 day workweek, 9 out of 10, or 19 out of 20, or a weekend schedule).

**Anticipation of quota.** The use of an absence type prior to quota being earned/accrued. Quota anticipation is limited to the amount expected to be earned during the remainder of the leave calendar year.

**Approving authority.** A representative of an agency head delegated the authority to approve or disapprove an absence. Usually this person is the employee's supervisor.

**Benefits.** Services or goods given to a person by the employer. The term includes, but is not limited to health insurance, life insurance, other insurances, and absences.

**Break in service/employment.** Any voluntary or involuntary interruption in an individual's employment status with the commonwealth, that exceeds 14 calendar days. A break in employment may be caused by such events as retirement, resignation, furlough, death, or involuntary separation. The term does not include unpaid absence of any kind, legal strike absences, suspensions, or transfers, regardless of their duration.

**Computer system.** For the purpose of this manual, this term refers to the enterprise computer applications managed by the PA Office of Administration.

**Confidential employee.** An individual whose job classification is covered by a union agreement and is employed in a human resource office. Because of their duties, such employees are precluded from union membership and are provided absence benefits similar to management employees.

**Credited service.** All leave service credit obtained since the last date of hire. Credited service is usually tied to the history occurrence begin date (or leave appointment date) as long as the employee was paid at least one hour in each pay period (see also leave service credit which has a different meaning). State service or non-state service (such as military service) for which contributions have been made.

**Dual employment.** The hiring of an employee who is already an employee or contractor with the commonwealth, whether in a different agency, or in a separate position in the same agency.

**ESS (Employee Self Service).** A portal through the internet that allows employees to enter data to the computer system.

**Excess quota.** Unused quota, which exceeds the maximum carryover amount. Some excess quota may be extended into the next leave calendar year.

**Extension period.** The first seven full pay periods of the leave calendar year in which excess quota may be used.

**Extension quota.** The amount of excess quota extended into the next leave calendar year.

**Furlougee.** An employee who is removed from his or her position due to lack of work or funds and who is on a furlough recall list as prescribed in the appropriate labor agreement or has been furloughed within the past 36 months.

**Human Resource Office.** The office that handles all agency employee records.

**Infotype.** A group of related data fields that facilitates data entry to the computer system.

**Injury leave.** Absence granted as a result of a work-related injury. This absence type can be either paid or unpaid. This absence type is not available for all bargaining units (see also disability leave).

**Leave calendar year.** Begins with the first **full** pay period in January and continues through the end of the pay period in which December 31 falls.

**Leave calendar quarter.** The absence calendar quarter is defined as: Quarter 1 beginning with the first full pay period in January through March 31; Quarter 2 beginning with April 1 through June 30; Quarter 3 beginning with July 1 through September 30; and Quarter 4 beginning with October 1 through the end of the pay period in which December 31 falls.

**Leave service credit.** Credit gained in all pay periods in an active pay status as an employee in the executive, legislative, or judicial branches of commonwealth government, which include military absence without pay. Leave service credit is used to determine quota earning rates. An employee earns one pay period of leave service credit for each pay period in which at least one hour is paid. **Note:** Retirement service credit may be different than leave service credit (see also credited service, which has a different meaning). **Note:** Leave service credit is not earned while working in a classification excluded from earning leave service credit (**Reference:** Appendix J: Classifications Excluded from Earning Absence Quota and Leave Service Credit).

**Long-term absence without pay.** An absence without pay for which the date of return is expected to be greater than *one full pay period*. **Note:** This includes multiple consecutive unpaid absence types that occur during the long-term absence.

**Maximum carryover.** The maximum amount of quota, which may be carried forward from one leave calendar year to the next.

**Non-permanent.** Any employee who works on a temporary basis and is eligible to earn quota after being paid 750 regular hours. This term for absence purposes does not include temporary employees who are excluded from earning quota (**Reference:** Appendix J: Classifications Excluded from Earning Absence Quota and Leave Service Credit and Appendix K: Classifications Excluded from Earning Absence Quota but Eligible to Earn Service Credit, for exclusions).

**Pay period.** A pre-determined two-week period of time in which an employee works and subsequently receives compensation.

**Permanent, full-time.** An employee who is hired with the expectation of being in an active pay status for more than 12 consecutive months, and who normally works 75/80 hours a pay period.

**Permanent, part-time.** An employee who is hired with the expectation of being in an active pay status for more than 12 consecutive months, and who normally works fewer than 75/80 hours a pay period.

**Quota.** The balance of hours earned and available to be used for absences. Some quotas have a limited validity period. Quotas are earned depending on an employee's accrual rate or, in some cases, a flat rate, and they are reduced by recorded absences.

**Quota compensation.** Payment of accrued quotas during employment or at separation.

**Quota freeze.** The amount of hours earned in an absence accruing position that are no longer available for use.

**Reciprocal leave agreement.** An agreement to transfer absence quotas when an employee transfers to or from an agency that does not participate in the enterprise computer applications managed by the PA Office of Administration.

**Regular hours.** Includes all scheduled hours paid, except overtime, standby time, call time, shift differential, insufficient time, travel overtime, meal allowance, higher class, etc.

**Role.** Responsibilities assigned to an individual to empower the individual to perform specific duties.

**SAP (Systems, Applications, and Products).** The abbreviation for the software application package purchased by the Commonwealth of Pennsylvania to replace the legacy ICS/IPPS systems.

**Short-term absence without pay.** An absence without pay for which the absence is expected to be one full pay period or less in length. **Note:** The absence can include more than one pay period, if the absence begins after the first day of one pay period and concludes before the end of the next full pay period.

**STD-330.** The form number for the paper Request for Leave form.

**Superannuation.** The age at which an employee is eligible to receive an unreduced annuity which is either age 60 or age 50 (depending upon retirement classification) with at least five years of retirement credited service, or any age upon attaining 35 years of retirement credited service.

**Time Advisor.** An individual who has been designated to manage the absence program within an agency.

**Timekeeper.** An individual assigned the responsibility to enter absence data as necessary and monitor error reports for a specific organization.

**Wage type.** A bucket used to store time units and associated costs for absences.

**Work-related injury absence.** An absence from work, which is the result of an injury that occurred in the course and scope of the employee's job duties. It includes paid and unpaid injury leave, work-related disability leave, *Act 632/534*, and Heart and Lung.

**Workflow.** An electronic process of notifications and approvals based upon a defined criteria and appropriate role authorizations.

**Work schedule.** The planned working time that an employee is expected to work. Each day of the work schedule is assigned a start and end time as well as a meal period start and end time.

## Appendix C

### Absence Codes

The following codes, representing absence types, are used to enter absence data to the computer system and for reporting. Absence types requiring approval by an authority other than the supervisor are also noted.

#### Paid Absence Codes

Absence Code	Wage Type	Description	* Approver
A	2800	Annual absence	
ADMN	2830	Administrative absence	
AI	2881	Annual absence used for a work-related injury	WC
AM	2887	Annual absence used for a work-related injury medical Appointment	WC
BL*	2840	Bereavement absence, first 3 days	
C4F•	2857	Combined absence, non-prescheduled 4th or subsequent occurrence forgiven	
C4U•	2858	Combined absence, non-prescheduled 4th or subsequent occurrence unforgiven	
CDL	2890	Commercial Drivers License absence used to take a drug test	
CI•	2882	Combined absence used for a work-related injury	WC
CIVL	2850	Civil absence	WC
CM•	2895	Combined absence used for a work-related injury medical appointment	
CNF•	2855	Combined absence, non-prescheduled forgiven	
CNU•	2856	Combined absence, non-prescheduled unforgiven	
COFF	2806	Call off absence	
COMP	2852	Compensatory absence	
CP•	2854	Combined absence, prescheduled	WC
DA	2878	Act 632/534 disability absence	WC
DH	2879	Heart and Lung Act disability absence	WC
DL	2877	Work-related disability absence	
ED	2860	Educational absence	
H	2870	Holiday/compensatory lieu holiday absence	WC
HI*	2883	Holiday absence used when on a work-related injury	WC
IE	2891	Independent medical examination	TA
M	2875	Military absence	WC
MA	2888	Act 632/534 medical appointment absence	TA
MACT	2873	Military absence for Act 150	TA
MASG	2876	Military Special Governor's Act absence used for active State service	TA
MEBR	2874	Military absence used for Executive Board Resolutions	WC
MH	2889	Heart & Lung Act medical appointment	WC
P	2820	Personal absence	WC
PI	2884	Personal absence used for a work-related injury	WC
PM	2893	Personal absence used for a work-related injury medical appointment	WC
POC	2807	Paid office closing	

**Paid Absence Codes (continued)**

<b>Absence Code</b>	<b>Wage Type</b>	<b>Description</b>	<b>* Approver</b>
S	2810	Sick absence	WC
SA	2896	Work-related long-term sick medical appt	TA
SAB	2865	Sabbatical with benefits	
SB	2811	Sick bereavement absence	TA
SC	2812	Additional sick family absence	
SD•	2813	Sick bereavement absence 4 <sup>th</sup> or subsequent occurrence	
SF	2814	Sick family absence	WC
SI	2885	Sick absence used for a work-related injury	WC
SJ	2886	Sick absence used for a long-term work-related injury	
SL•	2815	Sick absence, long-term employee illness	WC
SM	2894	Sick absence used for a work-related injury medical appointment	
SPP	2825	Suspension absence, PSP	TA
SRA	2808	Suspension absence remove annual, PSP	
SS•	2880	Stress day for H-1	SPF
YA	2831	SPF annual absence	SPF
YC	2841	SPF combined absence	SPF
YCMP	2842	SPF compensatory	SPF
YH	2832	SPF holiday absence	SPF
YP	2833	SPF personal absence	SPF
YS	2834	SPF sick absence	SPF
YSC	2835	SPF additional sick family absence	SPF
YSF	2836	SPF sick family absence	SPF
YZD	2837	Donated employee absence	SPF
YZDF	2838	Donated family member absence	SPF
YZSE	2839	Special extension of sick absence	SPF

**Unpaid Absence Codes**

<b>Absence Code</b>	<b>Wage Type</b>	<b>Description</b>	<b>* Approver</b>
AO	2900	Approved absence without pay	TA
AW	2910	Unapproved absence without pay	TA
BIF	2936	Budget impasse absence used during a furlough	
BIL	2935	Budget impasse absence used during a furlough: approved LWOP absence	
CY	2915	Cyclical absence without pay, with benefits	TA◇
FL	2905	Family care absence without pay, with benefits	TA
HO	2929	Holiday absence without pay	TA
IM	2907	Work-related injury absence without pay used for a work-related medical appointment	WC
IO	2906	Work-related injury absence without pay, with benefits	WC
IW	2916	Work-related injury absence without pay, without benefits	WC◇
LS	2913	Legal strike absence without pay	TA◇
MO	2461	Military absence without pay, with benefits	TA
MW	2918	Military absence without pay without benefits	TA

**Unpaid Absence Codes (continued)**

<b>Absence Code</b>	<b>Wage Type</b>	<b>Description</b>	<b>* Approver</b>
NPB	2925	Bereavement absence, non-permanent only	
NPC	2922	Office closing absence, non-permanent	
NPF	2924	Family illness absence, non-permanent	
NPH	2926	Holiday absence, non-permanent only	
NPI	2920	Employee III absence, non-permanent only	
NPP	2921	Personal absence, non-permanent only	
NPU	2923	Unauthorized absence, non-permanent only	
PO	2902	Parental absence without pay	TA
PW	2914	Parental absence without pay without benefits	TA◇
SO	2901	Sick absence without pay	TA
SPO	2912	Suspension absence without pay	TA◇
SPW	2931	Suspension absence without pay without benefits	TA◇
SW	2917	Sick absence without pay without benefits	TA◇
T	2911	Tardy (unexcused lateness) without pay	TA
UB	2903	Union business absence without pay	TA
UOC	2932	Unpaid office closing	TA
YUFO	2940	SPF family care absence without pay	SPF
		SPF family care absence without pay without	
		benefits	SPF◇
YUFW	2941		
YUMC	2947	SPF military caregiver absence without pay	SPF
YUME	2946	SPF military exigency absence without pay	SPF
YUPO	2942	SPF parental absence without pay	SPF
YUPW	2943	SPF parental absence without pay without benefits	SPF◇
YUSO	2944	SPF sick absence without pay	SPF
YUSW	2945	SPF sick absence without pay without benefits	SPF◇

\* A role other than the supervisor must approve this absence.

**TA** = Time Advisor

**SPF** = SPF Coordinator

**WC** = Workers' Compensation Advisor

◇ An electronic notification is also sent to the benefits coordinator.

• Applicable to employees in the H-1 bargaining unit only.

\* Applicable to employees in the H-1 or D-4 bargaining units only.

## Appendix D

### Action and Reason Codes Related To Absences

The following codes represent actions for long-term absences and absences for work-related injuries. These actions are required in addition to an absence code. Only staff in a Human Resource Office may enter these actions.

Action Type	Reason Code	Action or Reason Description
<b>ZJ</b>		<b>Begin LWOP, with Benefits</b>
	01	Sick
	03	Parental
	05	Family Care
	07	Work Related Injury
	08	Suspension
	09	Military
	11	Cyclical
<b>ZK</b>	15	Other
		<b>Begin LWOP, without Benefits</b>
	01	Sick
	03	Parental
	05	Family Care
	07	Work Related Injury
	08	Suspension
	09	Military
	11	Without Absence Approval
	13	Settlement/Grievance Award
<b>ZL</b>	15	Union Business
	17	Legal Strike
	19	Other
		<b>Return from LWOP</b>
	01	Same payrate, with benefits
	02	Same payrate, without benefits
	03	Higher payrate: General Pay Increase (GPI), with benefits
	04	Higher payrate: General Pay Increase (GPI), without benefits
	05	Higher payrate: longevity, with benefits
	06	Higher payrate: longevity, without benefits
07	Higher payrate: longevity and GPI, with benefits	
08	Higher payrate: longevity and GPI, without benefits	
<b>WB</b>		<b>Budget Impasse</b>
<b>Z6</b>		<b>Alternative Discipline</b>
<b>Z8</b>		<b>Begin Suspension with Pay</b>
<b>Z9</b>		<b>Return from Suspension</b>
<b>ZQ</b>		<b>Supplemental One-Time Payment</b>
	09	Act 632/534 Ben Payment
	12	Reservist Active Duty Stipend
<b>ZR</b>		<b>Supplemental Recurring Payment</b>
	12	Reservist Active Duty Stipend

**Action and Reason Codes Related To Absences (Continued)**

<b>Action Type</b>	<b>Reason Code</b>	<b>Action or Reason Description</b>
<b>ZT</b>		<b>Begin Paid Work-Related Injury/Disability</b>
	01	Work Related Disability Leave
	03	Paid Injury Leave Supplement
	05	Act 632/534 Disability
<b>ZU</b>	07	Heart & Lung Disability
		<b>Return from Paid Work-Related Injury/Disability</b>
	01	Work Related Disability Leave
	03	Paid Injury Leave Supplement
<b>ZV</b>	05	Act 632/534 Disability
	07	Heart & Lung Work-related Disability
<b>ZW</b>		<b>Begin Sabbatical Leave with Pay</b>
		<b>Return from Sabbatical Leave</b>
	01	Full pay
	03	Half Pay

## Appendix E

### Other Codes Related To Absences

There are several codes that are used within the computer system related to absences or absence tracking. These codes are used for entry and corrections as well as reporting. They are provided for Reference, and the list may not be all-inclusive.

#### Infotype Specific Codes

Info-type	Code/ Type	Description
<b>2012</b>		<b>Time Transfer Specifications</b>
	6010	Reset Leave Service Credit
<b>2006</b>		<b>Overview Absence Quotas</b>
	10	Anticipated Annual Absence Quota
	11	Actual Annual Absence Quota
	12	Extended Annual Absence Quota
	15	Compensatory Absence Quota
	20	Anticipate Sick Absence Quota
	21	Actual Sick Absence Quota
	25	Holiday Absence Quota
	30	Anticipated Personal Absence Quota
	31	Actual Personal Absence Quota
	32	Extended Personal Absence Quota
	75	Paid Military – Initial 15 days
	76	Military Special Allowance
	90	Sick Absence Without Pay, With Benefits, Quota
	91	Sick Absence Without Pay, Without Benefits, Quota
	94	Parental Absence Without Pay, With Benefits, Quota
	95	Parental Absence Without Pay, Without Benefits, Quota
	97	Family Care Absence Without Pay, With Benefits, Quota
<b>2013</b>		<b>Quota Corrections</b>
	*Note	All quota types are the same as those for infotype 2006
<b>0041</b>		<b>Date Specification</b>
	Z2	Adjusted Leave Service Date

## PT\_BAL00 Time Type Reporting Codes

<b>Code/ Type</b>	<b>Description</b>
4010	Annual Anticipation
4011	Annual Actual Accrual
4014	Annual Extension
4016	Annual Daily Usage
4019	Annual Leave Used in Pay Period
4111	Annual Pay Period Ending Quota
4112	Annual Accrual Amount in Pay Period
4113	Annual Adjustments
ZALR	Annual Accrual Rate
4046	Combined Daily Usage
4049	Combined Leave Used per Pay Period
4020	Sick Anticipation
4021	Sick Actual Accrual
4026	Sick Daily Usage
4029	Sick Leave Used per Pay Period
4211	Sick Pay Period Ending Quota
4212	Sick Accrual Amount per Pay Period
4213	Sick Adjustments
ZSKR	Sick Accrual Rate
4056	Sick Long-term Daily Usage
4059	Sick Long-term Leave Used per Pay Period
4060	Bereavement Anticipated
4030	Personal Anticipation
4031	Personal Actual Accrual
4032	Personal Extension
4036	Personal Daily Usage
4039	Personal Leave Used per Pay Period
4311	Personal Pay Period Ending Quota
4312	Personal Accrual Amount per Pay Period
4313	Personal Adjustments
4411	Compensatory Pay Period End Quota
4015	Compensatory Daily Quota Accrual
5128	SPF/ESPF Absence
5150	FMLA 1250 Hours
5160	AWS Day Off
6010	Leave Service Credit Total Pay Periods
6015	Leave Service Credit Years
6017	Leave Service Credit Pay Periods

## Appendix F

### History of the Absence Program

**Calendar Year:** Prior to 1987, any unused personal, excess annual and sick absence quota was removed if not used through December 31. In 1987, the term Leave Calendar year was defined as beginning with the employee's first full pay period commencing on or after January 1 and continuing through the end of the employee's pay period that includes December 31. This was done to allow, eventually, for biweekly reporting of absence quotas on employees' earning statements, and to simplify reconciliation of quota by having both usage and accrual reported by pay period.

**Common-Law Marriages:** Prior to January 1, 2005, the Commonwealth of Pennsylvania recognized common-law marriages. As a result, an employee may have certified the existence of a common-law marriage for the purposes of sick family, sick bereavement, additional sick family, SPF, military exigency, military caregiver, and donated leave for a common-law spouse or applicable family member of the common-law spouse. **Note:** To be eligible to use an absence for this purpose, an affidavit or documentation that verifies that a common-law marriage occurred prior to January 1, 2005, must be provided prior to the absence.

**Leave Donation:** The following bargaining units have agreed to participate in the Leave Donation Program:

Bargaining Unit	Initial	Across Agencies
AFSCME (A1, A4, B1, B4, G1, G4, J1, N1)	1/1/04	7/1/07
CIVEA (E4, E7)	7/1/04	7/1/07
Capitol Police (L4)	3/27/06	7/1/07
Compensation Referees (I5)	7/1/04	7/1/07
DCNR Rangers (R4)	7/1/07	7/1/07
Fish & Boat (K1)	1/1/04	
FOSCEP (C4 & C5)	7/1/04	7/1/07
Game Officers (K8)	1/1/04	
ISSU (M2)	7/1/04	7/1/07
LLEO (K4)	1/1/07	7/1/07
LLEO Supervisors (K5)	7/1/04	7/1/07
Management	1/1/04	7/1/07

Bargaining Unit	Initial	Across Agencies
OPEIU (P5)	7/1/04	7/1/07
PDA (T4 & T5)	7/1/05	
PSCOA (H1)	4/1/06	7/1/08
PSEA (S4)	7/1/04	7/1/07
PSRA (R4)	7/1/07	7/1/07
PSSU (F1, F4)	7/1/04	7/1/07
PSTA (L1)	1/1/05	
PUC Attorneys (Z4)	2004	
SEIU 1199P (P4, P7)	7/1/04	7/1/07
UFCW (M1, M7)	1/1/04	7/1/07
UGSOA (R1)	2/4/05	7/1/07
UGSOA (R2)	1/1/04	7/1/07

**SPF:** The policy for Sick, Parental, and Family Care (SPF) Absence became effective January 1, 2008, for most employees (**Reference:** *Management Directive 530.2, Sick Leave Without Pay, Parental Leave Without Pay, and Family Care Leave Without Pay and Management Directive 530.4, State Paid Benefits While on Sick, Parental, or Family Care Leave Without Pay* for policies that apply to employees that have not negotiated SPF Absence).

**Leave Service Credit:** Prior to 1979, an employee received one month of leave service credit for 10 compensable days of work. In September 1989, employees received one extra pay period of leave service credit for pay date conversion.

**Calculation of Leave Service Credit:** Historical data needs to be converted to a current value for leave service credit. The below chart is helpful in that conversion. It is based on the number of months in addition to years.

Number of Months	Equals Number of Pay Periods
1	2
2	4
3	6
4	9

Number of Months	Equals Number of Pay Periods
5	11
6	13
7	15
8	17

Number of Months	Equals Number of Pay Periods
9	19
10	21
11	24
12	26

Example: Employee worked from February 26, 1972, through April 20, 1978, with no periods of absence without pay in a classification that earned leave service credit.

Calculate the number of years and months, then convert to years and pay periods:

	<u>Years</u>	<u>Months</u>	
1972		10 (No credit for February)	
1973 – 1977	5		
1978		<u>4</u>	
	<u>5</u>	14	= 6 yrs, 2 months OR 6 yrs, 4 pay periods

**Applicability of Leave Service Credit to Temporary Pool Jobs:** All employees who are transferred or appointed to a permanent position on or after July 1, 2000, receive leave service credit for time served in the following temporary pool jobs:

Job Code	Job Name
00001	Limited Term Clerk
00002	Limited Term Clerk Typist
00006	Tax Season Clerk
00007	Tax Season Clerk Typist
00008	Revenue Field Office Clerk
U8021	Temporary Adjunct custodial Worker

**Reciprocal Leave Agreements:** Prior to January 1, 1989, only 10 days of sick absence quota could be transferred from the Auditor General to another reciprocating agency.

**Quota Accruals:** January 1, 1977. All employees under the Governor's jurisdiction, except State College Faculty (Q4 and U4), converted from daily to hourly leave accounting.

**Annual**

Effective Date	Change
June 1, 1970	0 - 1 year earn 10 day p/yr                      1 - 15 years earn 15 days p/yr 15 or more years earn 20 days p/yr
January 1, 1971	Employees appointed on or after January 1, 1971, earn 10 days of vacation during their first 12 months of service (split tier).
January 1, 1974	25 or more years earn 25 days p/yr
July 1, 1974	13 or more years earn 20 days p/yr 21 or more years earn 21 days p/yr (PSP only)
July 1, 1978	Less than one year of service may not anticipate annual Applies to mgmt and PNA (July 1) and AFSCME (September 1, 1978)
January 1, 1979	Temporary employees may not use annual until after working 750 hours in calendar year
January 1, 1979	0 - 1 year earn at 4% rate                                      15 – 25 years earn at 8% 1 - 15 years earn 6% rate                                      25 or more years earn at 10%
July 1, 1985	Employees who commenced employment prior to July 1, 1985, shall earn as of their date of employment (split tier).
July 1, 1985	Employees who commenced employment on or after July 1, 1985, shall earn as follows (split tier): 0 - 1 year earn at 2% rate                                      7 – 15 years earn at 6% 1 - 7 years earn 4% rate                                      15 or more years earn at 8%
July 1, 1991	0 - 1 year earn at 2.70% rate                                      15 – 25 years earn at 7.70% 1 - 15 years earn 5.77% rate                                      25 or more years earn at 10%
July 1, 1991	Employees with less than three years of service who are currently earning at the 4% rate will continue to earn at that rate until they reach over three years of service (split tier).
January 1996	Mgmt employees with up to 3 years of service earn at 3.85% rate

**Sick**

Effective Date	Change
July 1, 1978	Less than one year of service may not anticipate sick. Applies to mgmt and PNA (July 1) and AFSCME (September 1, 1978)
January 1, 1979	Temporary employees may not use annual until after working 750 hours in calendar year
January 1, 1979	All employees, regardless of service, earn at rate of 6% (except instructional-Tenured and State college Faculty)
July 1, 1985	All employees, regardless of service, earn at rate of 5%

**Maximum Carryover Amounts:**

**Annual**

Effective Date	Change
July 1, 1976	Maximum accumulation increased to 45 days (up from 30 days) for most employees

**Sick**

Effective Date	Change
December 31, 1972	Maximum accumulation increased to 200 days (up from 90 days) for all employees
July 1, 1991	Maximum accumulation increased to 300 days (up from 200 days) for all employees

## Appendix G

### Paper Leave Request

1. A Leave Request is required each time an employee requests an absence. For employees without ESS access, a paper Leave Request, Form STD-330, is required. **Note:** SPF Absences require an additional form.
2. **Employee** instructions for completion of the upper section of the form are as follows:
  - a. NAME must be printed with the last name first.
  - b. EMPLOYE NO is required. An employee can find the number on the earnings statement.
  - c. EMPLOYE SIGNATURE is required if the employee requests the absence. **Note:** In some instances, the approving authority or Human Resource Office completes the STD-330; in those cases, a signature is not required.
  - d. DATE is required and represents the date the employee made the request.
  - e. LEAVE CODE is required (**Reference:** Appendix C: Absence Codes).
  - f. HOURS of absence requested are required.
  - g. LEAVE BEGIN DATE & TIME are required. **Note:** If the absence is for the entire day, the time is optional.
  - h. LEAVE END DATE & TIME are required. **Note:** If the absence is for the entire day, the time is optional.
  - i. The LEAVE BALANCE (LAST STATEMENT) is required. **Note:** The supervisor is not required to verify that the absence quota is correct. However, if the absence quota is negative and the employee inserted a higher absence quota, the timekeeper should alert the supervisor.
  - j. The shaded blocks on the third line are used when more than one type of absence is requested on the same day or when an absence is requested for two periods of absence within the same pay period.
  - k. REMARKS are only required when additional information is necessary to support the request, when the request for absence is used to request a change, or when the form is used to document a change in absence records.
3. **Approving authority** instructions for completion of the lower section of the form are as follows:
  - a. REMARKS are only required when the approving authority has need to provide information about the request.
  - b. APPROVING AUTHORITY SIGNATURE is required.

- c. DATE is required to represent the date the approving authority approved the absence.
- d. APPROVED or DISAPPROVED box must be completed. **Note:** If disapproved, the type of absence, if any, that could be approved should be notated in the REMARKS section.

**4. Timekeeper** instructions for completion of the form are as follows:

- a. TIMEKEEPER INITIALS are required to show that the timekeeper reviewed and recorded the STD-330.
- b. C336L POSTED box is checked when the absence is entered to the computer system.

**5.** The STD-330 is distributed by the **timekeeper** as follows, when it is complete:

- a. Copy 1: TIMEKEEPER copy is retained by the timekeeper for seven pay periods after the end of the leave calendar year.
- b. Copy 2: APPROVING AUTHORITY copy is retained by the approving authority for seven pay periods after the end of the leave calendar year.
- c. Copy 3: EMPLOYEE copy is returned to the employee. There is no retention schedule for an employee copy.

## Appendix H

### Absences for Meetings

Generally, an employee who is absent from the workplace is required to use annual, combined, or personal absence. Guidelines for determining when an employee does not need to use annual, combined, or personal absence while attending specific meetings, is provided below. **Note:** Regardless if annual, combined, or personal absence is required, an employee must seek approval from the supervisor to attend any meeting. Reasonable travel time is permitted.

**Group retirement meetings.** An employee does not need to use annual/personal absence to attend SERS, including deferred compensation, group presentations. **Note:** An employee attending an individual retirement counseling session or individual session with a deferred compensation representative is required to use annual/personal absence; however, annual/personal absence is not charged for the completion of the final retirement paperwork.

**Group meetings related to new benefits.** An employee attending a meeting to announce a new benefit or significant changes to existing benefits is not required to use annual/personal absence, unless the announcement for such meeting specifically requires the use of annual/personal absence.

**Credit union meetings.** On occasion, **the PSECU** credit union is permitted to use commonwealth facilities for group presentation. Such presentations must occur over lunch, and an employee is required to use annual/personal absence or use their lunch period to attend.

**Agency Sponsored Safety and Health Fairs.** An employee who attends an agency sponsored safety and health fair is not required to use annual/personal absence.

**SECA meetings.** An employee who is a loaned leader is not required to use annual/personal absence for SECA meetings. **Note:** An employee who is a board member with the United Way is required to use annual/personal absence when service on the board is during scheduled work hours.

**Commonwealth Board or Commission meetings.** Ordinarily, an employee who serves on a Commonwealth Board or Commission is required to use annual/personal absence for meetings that are held during regular work hours. Please contact the PA Office of Administration to discuss each case.

## Appendix I

### Minutes to Decimal Conversion

In some instances, it is appropriate to charge an absence in less than quarter hour increments, as described in Part One. **Note:** The computer system calculates the decimals automatically based on clock time entered. Therefore, this chart is provided only for reference.

Minutes	Decimals	Minutes	Decimals	Minutes	Decimals
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.70
3	0.05	23	0.38	43	0.72
4	0.07	24	0.40	44	0.73
5	0.08	25	0.42	45	0.75
6	0.10	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.80
9	0.15	29	0.48	49	0.82
10	0.17	30	0.50	50	0.83
11	0.18	31	0.52	51	0.85
12	0.20	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.90
15	0.25	35	0.58	55	0.92
16	0.27	36	0.60	56	0.93
17	0.28	37	0.62	57	0.95
18	0.30	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1.00

## Appendix J

### Classifications Excluded From Earning Absence Quota and Leave Service Credit

The codes for eligibility for quota accrual and leave service credit are entered to the job classification on the computer system (transaction PO03). **Note:** Often job classification title names are similar, so it is important to verify the job classification code instead of the title (**Reference:** *Management Directive 530.27, Leave Related Policies for Employees Excluded from Earning Leave and Leave Service Credit*).

#### Union Covered Job Classifications

Job Classification Title	Job Code	Barg Unit
Licensed Practical PRN Nurse	30270	N7
Registered PRN Nurse	30480	P7
Substitute Teacher	U2100	D4
Adjunct Faculty Thaddeus Stevens Tech ♦	U2161	D4
Liquor Store Clerk Seasonal Part-time	U2800	M7

#### Job Classifications Paid Per Diem

Job Classification Title	Job Code	Barg Unit
TIPS Evid Brth Tst Enf Ins-3000 ♦	1765A	99
TIPS Evid Bth Tst Enf Ins-4011 ♦	1765B	99
TIPS Evid Bth Tst Enf Ins-5000 ♦	1765C	99
TIPS Evid Bth Tst Enf Ins-BAC ♦	1765D	99
TIPS Evid Bth Tst Enf Ins-S&W ♦	1765E	99
TIPS Evid Bth Tst Enf Ins-ALCO ♦	1765F	99
TIPS Evid Bth Tst Enf Ins-STEP ♦	1765G	99
TIPS Evid Bth Tst Enf Ins-ND ♦	1765H	99
TIPS Evid Bth Tst Enf Ins-STND ♦	1765I	99
TIPS Acc Inv Inst-Traffic Accident Inv ♦	1766A	99
TIPS Acc Inv Inst-Motorcycle ♦	1766B	99
TIPS Acc Inv Inst-Pedestrian ♦	1766C	99
TIPS Acc Inv Inst-Comm Vehicle ♦	1766D	99
TIPS Acc Inv Inst-PA Vehicle Code ♦	1766E	99
TIPS Acc Inv Inst-PA Inspection Regulation ♦	1766F	99
Specialized Law Enforcement Instructor	17670	99
Chairman Board/Commission *	U0260	99
Member Board/Commission *	U0270	99
Member Board/Commission *	U0271	98
Advisory Committee Member	U3150	99
Chief Deputy Athletic Commissioner	U4230	98
Fair Harness Racing Information Specialist	U5080	98
Chairperson, Gaming Control Board	U7000	99
Member, Gaming Control Board	U7001	99

\* **Note:** An employee who is paid on an hourly or biweekly basis is eligible to earn service credit. Only per diem employees are excluded.

♦ **Note:** This job classification currently is not active.

### Non-Union Covered Job Classifications

Job Classification Title	Job Code	Barg Unit
Summer Worker	99013	98
Summer Clerk	99014	98
Summer Laborer	99015	98
Temporary Worker	99221	98
JROTC	U2410	99
Emergency Medical Director	U3020	98
Health Clinic Nurse Practitioner	U3301	98
State Veterinarian Permanent	U5000	99
State Veterinarian Temporary	U5010	98
State Steward	U5020	99
Chief State Steward	U5021	99
Chief Veterinarian	U5040	99
Presiding Judge Harness Racing	U5050	99
Associate Judge Harness Racing	U5060	99
Fair Racing Enforcement Officer	U5070	98
Civil Service Hearing Officer	U8167	98

### Unclassified and Intern Job Classifications

Job Classification Title	Job Code	Barg Unit
Chairman, State Tax Equalization Board	U0261	99
Member, State Tax Equalization Board	U0262	99
Chairman, Public Utility Commission	U0263	99
Member, Public Utility Commission	U0264	99
Chairman, Securities Commission	U0265	99
Member, Securities Commission	U0266	99
Chairman, Environmental Hearing Board	U0267	99
Member, Environmental Hearing Board	U0268	99
Chairman, Milk Marketing Board	U0272	99
Member, Milk Marketing Board	U0273	99
Member, Athletic Commission	U0282	99
Chairman, Civil Service Commission	U0283	99
Member, Civil Service Commission	U0284	99
Chairman, PA Labor Relations Board	U0285	99
Member, PA Labor Relations Board	U0286	99
Chairman, Board of Probation and Parole	U0287	99
Member, Board of Probation and Parole	U0288	99
Member, Board of Pardons	U0289	99
Student Intern – Thaddeus Stevens College of Technology	U2500	98
Secondary School Intern	U2540	98
Student Employee at State School	U2541	98
Ydc Yfc Training Program Worker	U2542	98
Public Service Institute Instructor	U2620	98
Vital Stat Registrar	U2630	98
Conservation Aide	U2650	98
PA Conservation Corps Member	U2671	98
PA Conservation Corps Leader ♦	U2672	98
Government Service Intern	U2700	98
Engineering Scientific Technical Intern	U2710	98

♦ **Note:** This job classification currently is not active.

**Unclassified and Intern Job Classifications (continued)**

<b>Job Classification Title</b>	<b>Job Code</b>	<b>Barg Unit</b>
Finnegan Student Intern	U2711	98
Capital Semester Intern	U2712	98
Legal Intern	U2720	98
Summer Food Service Program Field Monitor	U2730	98
Health Clinic Physician	U3010	98
Patient Resident Worker A	U3210	98
Patient Resident Worker B	U3220	98
Test Center Administrator ♦	U4000	98
Test Center Proctor	U4020	98
Oral Examiner General	U4060	98
Oral Examiner Special ♦	U4061	98
Mid Level Oral Examiner ♦	U4064	98
Deputy Waterway Conservation Officer	U6090	98
Deputy Game Protector	U6100	98
Game Farm Worker	U6150	98
Office Management Productivity Intern	U8040	A3
Governors Office Intern	U8045	A3
Legal Intern	U9300	98
Student Intern ♦	U9310	98
Student Co-Op	U9320	98
Management Intern	U9330	98

♦ **Note:** This job classification currently is not active.

## Appendix K

### Classifications Excluded From Earning Absence Quota But Eligible to Earn Service Credit

The codes for eligibility for quota accrual and leave service credit are entered to the job classification on the computer system (transaction PO03). **Note:** Often job classification title names are similar, so it is important to verify the job classification code instead of the title (**Reference:** *Management Directive 530.27, Leave Related Policies for Employees Excluded from Earning Leave and Leave Service Credit*).

#### Non-Permanent Jobs:

Job Classification Title	Job Code	Barg Unit
Limited Term Clerk *	00001	A7
Limited Term Clerk Typist *	00002	A7
Tax Season Clerk *	00006	A7
Tax Season Clerk Typist *	00007	A7
Tax Revenue Field Office Clerk *	00008	A7
Information Technology Intern	01600	A4
Chief Executive Officer – PLCB	02400	A3
Attorney Examiner – PLCB	07200	A3
Accounting Intern	08900	A3
Engineering Intern	11100	B4
Engineering Intern – Civil	1110A	B4
Engineering Intern – Air Pollution Control	1110B	B4
Engineering Intern – Mechanical	1110C	B4
Engineering Intern – Electrical	1110D	B4
Engineering Intern (Mining)	1110E	B4
Engineering Intern (Sanitary)	1110F	B4
Engineering Technician Intern	12015	B1
Natural Resource Intern	16578	A4
Corrections Boxing Instructor ◆	20090	E7
Extracurricular Activities Staff member	U2110	D4
Polygraph Examiner ◆	U4062	98
Veterinary Laboratory Diagnostic Consultant	U5001	99
Temporary Adjunct Custodial Worker	U8021	N7

\* Leave service credit for this time service in this class is only creditable for employees who transfer into a permanent position on or after July 1, 2000.

◆ **Note:** This job classification currently is not active.

**Executive Jobs:**

<b>Job Classification Title</b>	<b>Job Code</b>	<b>Barg Unit</b>
Executive Director, Historical and Museum	26790	C3
Executive Director, Fish Commission	64790	A3
State Fire Commissioner	76090	G3
Director, Office of Legislation/Policy Development	99011	99
Executive Assistant to the Attorney General	99101	99
Director, HIDTA	99975	99
Governor	U0010	99
Special Assistant to the Governor	U0015	99
Lieutenant Governor	U0020	99
Department Head	U0030	99
Deputy Secretary	U0040	A8
Budget Secretary	U0050	99
Chief of Staff to the Secretary of Budget	U0051	A3
Special Advisor to the Budget Secretary	U0052	A3
Secretary of Administration	U0060	99
Director, Governor's Scheduling Office	U0118	99
Director, Emergency Management Agency	U0120	G3
Director, Office Health Care Reform	U0121	99
Secretary of Policy and Planning	U0190	99
Deputy Director, Governor's Policy Office	U0191	99
Senior Policy Manager	U0192	99
Inspector General	U0240	99
Chairman, Unemployment Compensation Board Review	U0275	F3
Member, Unemployment Compensation Board Review	U0276	F3
Member, Workmen's Compensation Board	U0277	A3
Chairman, Workmen's Compensation Board	U0278	A3
Chairman, Athletic Commission	U0281	99
Physician General	U0332	99
Commissioner, Professional and Occupational Affairs	U0481	A8
State Police Commissioner	U0543	L3
Deputy State Police Commissioner Acting Commissioner	U0544	L3
Director, Office of International Development, Commerce ♦	U0925	99
General Counsel	U1020	99
Deputy Secretary, Legislative Affairs	U1065	99
Secretary, Legislative Affairs	U1070	99
Assistant Deputy Legislative Affairs	U1075	99
Deputy Chief of Staff	U1080	99
Executive Deputy Director	U1085	99
Special Assistant, Government Operations ♦	U1090	99
Liaison, Government Affairs ♦	U1100	99
Executive Assistant to the Governor ♦	U1101	99
Deputy Director, Office of Public Liaison	U1110	99
Governor's Personal Aide	U1115	99
Director Communications Governors Office	U1140	99
Governor's Press Secretary	U1150	99
Deputy Press Secretary	U1160	99
Broadcast Communications Coordinator	U1161	99
Director, Boards and Commissions	U1175	99
Governor's Senior Advisor	U1179	99
Director, Washington Office	U1180	99

♦ **Note:** This job classification currently is not active.

**Executive Jobs (continued):**

<b>Job Classification Title</b>	<b>Job Code</b>	<b>Barg Unit</b>
Director, Governor's Philadelphia Office	U1182	99
Director, Governor's Pittsburgh Office	U1183	99
Director, Governor's Erie Office	U1184	99
Director, Governor's North East Office	U1185	99
Personal Secretary to the Governor	U1200	99
Secretary to the Cabinet ◆	U1202	99
Deputy Chief of Staff for Operations and Administration	U1203	99
Assistant Deputy Chief of Staff for Operations ◆	U1204	99
Deputy Chief of Staff for Government Affairs	U1205	99
Director, Office of Public Liaison	U1206	99
Deputy Director, Homeland Security	U1209	99
Chief of Staff	U1210	99
Senior Counselor to the Governor	U1215	99
Commerce Economic Advisor ◆	U1224	99
Export Affairs Assistant, Governor's Office ◆	U1235	99
Economic Affairs Assistant, Governor's Office ◆	U1236	99
Small Business Advocate	U1238	99
Speech Writer ◆	U1239	99
Executive Director, Office of Open Records	U1240	99
Deputy Director Communications Office	U1290	99
Executive Assistant, Lt. Governor	U1360	99
Deputy Director, Washington Office ◆	U1470	99
Chief of Staff/Press Secretary to First Lady	U1510	99
Director, Office of Victim Advocate, P & P	U1768	99
Aide to Secretary, Community and Economic Development ◆	U8009	99
Editor, Commonwealth Press Bureau	U8141	99
Attorney General	U9250	99
Attorney General, Acting	U9251	99
First Deputy Attorney General	U9260	99
Director of Communications ◆	U9270	99

◆ **Note:** This job classification currently is not active.

## Appendix L

### Accruals, Entitlements, and Maximum Carryover Amounts

Absence quota is generally accrued based on a percentage of regular hours worked within a pay period, or for personal quota an earning period, based on years of service/leave service credit. Each quota has a specific maximum number of days that may be carried forward into the next leave calendar year.

#### Annual

Years of Service/ Leave Service Credit	Accrual Rate	Days Per Year	37.50 employees		40.00 employees	
			Hours Per Pay	Hours Per Year	Hours Per Pay	Hours Per Year
0 yrs to 3 yrs (union)	2.70%	7	2.03	52.50	2.16	56.00
0 yrs to 3 yrs (Mgmt)	3.85%	10	2.89	75.14	3.08	80.08
3 yrs & 1 pay to 15 yrs	5.77%	15	4.33	112.50	4.62	120.00
15 yrs & 1 pay to 25 yrs	7.70%	20	5.78	150.00	6.16	160.00
25 yrs & 1 pay and over	10.00%	26	7.50	195.00	8.00	208.00
Maximum Carryover		45		337.50		360.00

#### Sick

Years of Service/ Leave Service Credit	Accrual Rate	Days Per Year	37.50 employees		40.00 employees	
			Hours Per Pay	Hours Per Year	Hours Per Pay	Hours Per Year
All employees	5.00%	13	3.75	97.50	4.00	104.00
Maximum Carryover		300		2,250.00		2,400.00

#### Additional Sick Family

Years of Service/ Leave Service Credit	Days Per Year	37.50 employees		40.00 employees	
		Hours Per Year	Hours Per Year	Hours Per Year	Hours Per Year
Over 1 year to 3 years	7	52.50		56.00	
Over 3 years to 15 years	15	112.50		120.00	
Over 15 years to 25 years	20	150.00		160.00	
Over 25 years	26	195.00		208.00	

**Personal**

Years of Employment/ Leave Service Credit	Days Per Year	** * Earning Period	37.50 employees		40.00 employees	
			Hours Per Period	Hours Per Year	Hours Per Period	Hours Per Year
0 years & pay periods	1	Leave Calendar Year	7.50	7.50	8.00	8.00
1 pay period to 1 year	2	One-Half Leave Calendar Year	7.50	15.00	8.00	16.00
1 year & 1 pay period and over	4	Leave Quarter	7.50	30.00	8.00	32.00
Maximum Carryover	0			0		0

\* An employee must be in an active pay status for 150/160 hours in the earning period to be eligible to earn the personal quota for the earning period.

\*\* Part-time employees earn personal quota on a pro-rated basis, based on regular hours paid to the nearest half day. The following chart is helpful in determining personal quota earnings. Part-time employees must be in a compensable pay status for a pro-rated amount of 150 or 160 hours, as appropriate, in the earning period.

Percentage of Time Worked	Entitlement Per Earning Period
Up to 24% inclusive	0 days
25% through 74% inclusive	1/2 day (3.75 or 4 hours)
75% or more	1 day (7.5 or 8 hours)

**Special Extension of Sick Leave**

Years of Service/ Leave Service Credit	Days Per Year	37.50 employees	40.00 employees
		Hours Per Year	Hours Per Year
Over 1 year to 2 years	5	37.50	40.00
Over 2 years to 5 years	10	75.00	80.00
Over 5 years to 10 years	15	112.50	120.00
Over 10 years	20	150.00	160.00

**Sick Quota Buy-Out/Pay-Out**

Accrued Days	Percentage Buy-Out	Maximum Days Paid
0 - 100	30%	30
101 - 200	40%	80
201 - 300	50%	150
300 + (in last year of employment)	100% of days over 300	13

**Note:** Annual and personal quota are paid at 100% upon separation, while sick quota is paid based on a percentage of hours only upon qualifying retirement. Sick quota also has a maximum usage entitlement based on service credit for additional sick family.

## Appendix M

### Summary of Reciprocal Leave Agreements

If an organization is not listed, there is no reciprocal leave agreement with that entity. However, refer to the **Leave Service Credit** section in this manual to determine if time worked in the organization is applicable for leave service credit.

**Attorney General.** All positive annual, personal, and sick absence quotas will be transferred between the Office of the Attorney General and other agencies. All positive holiday and compensatory absence quotas will be paid by the losing agency, as provided for in appropriate labor agreements and *Personnel Rules*, upon termination of employment.

**Auditor General.** All positive annual, personal, and sick absence quotas will be transferred between the Office of the Auditor General and other agencies. All positive holiday and compensatory absence quotas will be paid by the losing agency, as provided for in appropriate labor agreements and *Personnel Rules*, upon termination of employment.

**Health Care Cost Containment Council.** All positive sick absence quotas will be transferred between the Health Care Cost Containment Council and other agencies. All positive annual, personal, holiday, and compensatory absence quotas will be paid by the losing agency, as provided for in appropriate labor agreements and the *Personnel Rules*, upon termination of employment.

**Independent Regulatory Review Commission.** All positive annual, personal, and sick absence quotas will be transferred between the Independent Regulatory Review Commission and other agencies. All positive holiday and compensatory absence quotas will be paid by the losing agency, as provided for in appropriate labor agreements and the *Personnel Rules*, upon termination of employment.

**Pennsylvania Gaming Control Board.** All positive annual, personal, and sick absence quotas will be transferred between the Pennsylvania Gaming Control Board and other agencies. All positive holiday and compensatory absence quotas will be paid by the losing agency, as provided in appropriate labor agreements and the *Personnel Rules*, upon termination of employment with the losing agency.

**Pennsylvania Higher Education Assistance Agency.** All positive annual, personal, and sick absence quotas will be transferred between the Pennsylvania Higher Education Assistance Agency and other agencies. All positive holiday and compensatory absence quotas will be paid by the losing agency, as provided in appropriate labor agreements and the *Personnel Rules*, upon termination of employment with the losing agency.

**Senate.** All positive annual and sick absence quotas will be transferred between the Senate and other agencies. All positive personal, holiday, and compensatory absence quotas will be paid by the losing agency, as provided in appropriate labor agreements and the *Personnel Rules*, upon termination of employment with the losing agency.

**State Public School Building Authority.** All positive sick absence quotas will be transferred between the State Public School Building Authority and other agencies. All positive annual, personal, holiday, and compensatory absence quotas will be paid by the losing agency, as provided in appropriate labor agreements and the *Personnel Rules*, upon termination of employment with the losing agency.

**State System of Higher Education.** All positive annual, personal, and sick absence quotas will be transferred between the State System of Higher Education and other agencies. All positive holiday and compensatory absence quotas will be paid by the losing agency, as provided for in appropriate Labor Agreements and the *Personnel Rules*, upon termination of employment. **Note:** There are no reciprocal agreements with State-Related Institutions (Lincoln University, Temple University, University of Pittsburgh, and Pennsylvania State University) and leave service credit is not applicable for time worked in one of these universities. **Note:** Bloomsburg, Kutztown, California, Lock Haven, Cheyney, Mansfield, Clarion, Millersville, East Stroudsburg, Shippensburg, Edinboro, Slippery Rock, Indiana, and West Chester have a reciprocal leave agreement with the commonwealth.

**Thaddeus Stevens College of Technology.** All positive annual, personal, and sick absence quotas will be transferred between the Thaddeus Stevens College of Technology and other agencies. All positive holiday and compensatory absence quotas will be paid by the losing agency, as provided in appropriate labor agreements and the *Personnel Rules*, upon termination of employment with the losing agency.

**Treasury.** All positive annual, personal, and sick absence quotas will be transferred between the Treasury and other agencies. All positive holiday and compensatory absence quotas will be paid by the losing agency, as provided for in appropriate labor agreements and the *Personnel Rules*, upon termination of employment.

## Appendix N

### Absence Benefits for Same-Sex Domestic Partners

Some unions have bargained for the inclusion of same-sex domestic partners and family members of domestic partners as family members for the purposes of sick family, sick bereavement, additional sick family, family care absence, and donated leave.

#### Guidelines for Commonwealth Leave Benefits Domestic Partnerships.

To qualify for the commonwealth absence benefits outlined below, an employee and partner must meet the following criteria and provide a completed "Commonwealth of Pennsylvania Leave Benefits Domestic Partnership Verification Statement", along with three proofs that the same sex domestic partnership existed for at least six months.

**Note:** The notarized Verification Statement is to be maintained in the employee's Official Personnel Folder. **Note:** The notarized termination statement must be provided within 30 days of terminating the domestic partnership. **Note:** Forms for verification and termination of a domestic partner relationship are provided on the next pages.

1. Each partner is the same gender.
2. Both partners are unmarried.
3. Both partners are at least 18 years old and mentally competent to enter into a contract in the Commonwealth of Pennsylvania.
4. Partners are the sole domestic partner of the other person.
5. Partners have lived together in the same residence on a continuous basis for at least six months immediately prior to the date of the notarized statement, with the intent to reside together permanently.
6. Partners are not related to each other by adoption or by blood, to a degree that would prohibit marriage in the Commonwealth of Pennsylvania.
7. Neither partner has been a member of another domestic partnership for the past six months (unless the prior domestic partnership ended as a result of the death or marriage of one of the domestic partners).
8. Partners are jointly responsible for the common welfare and financial obligations of each other.
9. Only employees in the following unions are covered by this provision.

CIVEA (E4, E7) (eff 7/1/04)	OPEIU (P5) (eff 7/1/03)
Compensation Referees (I5) (eff 7/1/03)	PDA (T4 & 5) (eff 7/1/05)
FOSCEP (C4 & C5) (eff 7/1/03)	PSSU (eff 7/1/03)
ISSU (M2) (eff 7/1/03)	PSEA (S4) (eff 7/1/04)
LLEO Supervisors (K5) (eff 7/1/03)	SEIU (P4) (eff 7/1/03)
Management (eff 7/1/03)	

## Appendix O

### Paid Holidays

The majority of commonwealth employees observe the holidays listed below. **Note:** Some unions observe Primary and General Election Days and Good Friday as holidays in addition, or in place of some of the holidays listed below.

Holiday	Date Observed*
New Year's Day	January 1
Dr. Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25

\* For holidays that fall on a Saturday, the holiday is observed on the Friday immediately preceding the holiday, and for holidays that fall on a Sunday, the holiday is observed on the Monday immediately following the holiday. **Note:** Holidays are not moved when an employee works in a 24/7 operation.

**PART FIVE  
AGENCY SPECIFIC PROCEDURES**

Part five is reserved to insert agency specific procedures, such as call off policies and other unique rules, associated with absences.