
MANAGEMENT DIRECTIVE

530.27 Amended
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Leave Related Policies for Employees Excluded From Earning Leave and Leave Service Credit

By Direction Of:


Thomas G. Paese, Secretary of Administration

Date:

February 7, 1997

This directive establishes policy for employees who work in job classifications excluded from earning leave and leave service credit. This amendment deletes Enlosure 1 since the information is contained in Appendix F of *M530.7, Leave and Holiday Programs Manual*.

1. **PURPOSE.** To provide policy for the job classifications identified herein that are precluded from earning leave and leave service credit.

2. **SCOPE.** This directive applies to employees in all agencies under the Governor's jurisdiction and, as appropriate, to those not under the Governor's jurisdiction who employ or hire employees who work(ed) in a job classification that is excluded from earning leave and leave service credit. As mutually agreed upon between the unions which represent some of these employees and the Commonwealth, this directive includes, but is not limited to, the job classifications listed in Appendix F of *M530.7, Leave and Holiday Programs Manual*.

3. **POLICY.** Relating to leave, the following policies apply.

a. Employees do not accrue leave service credit.

b. Employees do not earn and may not use paid leave.

c. Employees who earned leave prior to entering one of these job classifications will have leave frozen upon entry into the job classification.

(1) Employees who transfer from one of these excluded job classifications to a job classification where leave can be earned will have the frozen leave reinstated.

(2) Employees who terminate from Commonwealth employment will be eligible for payment of frozen leave in accordance with *Management Directive 530.14, Payment for Leave*.

Payment will be made by the employing agency unless the employee worked in the temporary clerical pool (classifications 00001 or 00002). The Office of Personnel Services, Office of Administration, will authorize payment for temporary clerical pool employees at the rate of pay received at the time of termination. The cost of the payment will be billed by the Bureau of State Employment to the agency which employed the individual prior to entering into the temporary clerical pool.

d. Employees' hire dates and time served in excluded job classifications will not be counted when determining leave eligibility and/or leave entitlements upon transfer to job classifications that are eligible to earn leave.

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Time served in other job classifications prior to entering excluded job classifications will be considered toward waiting periods or service requirements in subsequent positions if there is no break in service. Leave service credit obtained prior to entering excluded job classifications will count regardless of a break in service.

e. Employees will only be paid for hours worked. Therefore, in the event of a partial or full-day office closing, employees will not be paid for time not worked, even if the employee was scheduled to work.

This directive supersedes Management Directive 530.27 dated September 9, 1994.