

From: OA, Leave <RA-OALEAVE@pa.gov>

Sent: Wednesday, March 25, 2020 9:30 AM

Subject: Leave Updates - Anticipation of Leave and Administrative (ADMN) Leave

***This message is being sent on behalf of
V. Reid Walsh, Deputy Secretary for Human Resources and Management,
Governor's Office of Administration***

Under the current state of emergency, the Office of Administration is considering any current policies which may negatively impact employees and agencies' ability to meet their operational needs.

Leave Usage For Employee During Their Initial Thirty (30) Calendar Days of Employment and Anticipation Rules for Employees with Less Than One Year of Service

Currently, the Personnel Rules (M.D. 505.7), the Leave Manual (M 530.7), and various collective bargaining agreements generally do not allow employees to use most paid leaves during their initial thirty (30) calendar days of employment, or to otherwise anticipate annual/combined or sick leave for permanent, union-covered employees with less than one year of service.

The Office of Administration is removing these leave usage and anticipation restrictions for the 2020 Leave Calendar Year. The use of both regular and anticipated annual/combined leave will continue to be subject to supervisory approval based on operational requirements. Regular and anticipated sick leave may be approved in accordance with current contract/policy provisions.

SAP, Supervisor Self-Service, and Employee Self-Service configuration have been updated to allow the usage and anticipation of leave as outlined above for leave that could be earned during the 2020 leave calendar year.

Administrative Absence (ADMN)

SAP, Supervisor Self-Service, and Employee Self-Service have been updated to either flag or stop ADMN leave entries that exceed the up to 10-day allowance of ADMN leave associated with COVID-19 (as directed through [Time Alert 2020-15](#), proper tracking requires users to complete the influenza indicator).

[Time Alert 2020-16](#) was issued today and provides more detailed information to agency time advisors and timekeepers.