

ADDITIONAL TIME REPORTING INFORMATION

Reporting Hours Worked

(Retired Annuitants, Permanent Intermittent, Alternate and Irregular Work Week)

- Retired annuitants, permanent intermittent and employees working an irregular or alternate work week (IWW/AWW) schedule **must** report all hours worked on their monthly Time Report (ASD/HRB-26).
- AWW and IWW employees must enter “R” on the monthly Time Report in the “Hours Worked” column to document their scheduled regular day off (RDO).

Holidays

- When a holiday falls on an RDO, the employee must enter “R/H” in the “Hours Worked” column. Personnel Specialists will automatically credit the employee with holiday credit (HC) commensurate with employee’s time base. No employee may earn more than eight (8) hours of HC per holiday.
- When a holiday falls on an AWW employees’ scheduled nine (9) or ten (10) hour workday or an IWW employees’ scheduled workday, the employee will be paid for the holiday (e.g., a $\frac{3}{4}$ time base employee only receives six (6) hours for a holiday) and must use leave credits to equal the total hours required for that day; (two (2) hours for 4/10/40 schedule, one (1) hour for a 9/8/80 schedule, the difference between the holiday hours and the employee’s scheduled time to work). If the employee fails to indicate the type of leave credits to be used, the Transactions Unit will email the employee (with a cc to their supervisor and the division’s personnel liaison) to ask the employee to identify which leave credit to charge for the shortage. If the employee does not respond by the date designated in the email, the Transactions Unit will use leave credits in the following order:
 1. Compensating time off (CTO)
 2. HC
 3. Annual leave (AL) or Vacation (VA)

Excess Hours

- Excess hours are earned and used when an employee working an AWW/IWW schedule (e.g., 9/8/80, 4/10/40, other than a five (5) day work week for their time base) works more or less than the required hours for the pay period. Excess hours earned are automatically credited to the excess hours leave balance and it is recommended that employees have a leave balance reserve for months they will incur a deficit.

- If an employee does not work enough hours in a pay period, the hours he/she is short will automatically be deducted from his/her excess hours leave balance. If excess hours are not available and the employee fails to indicate the type of leave credits to be used, the Transactions Unit will send an email to the employee (with a cc to their supervisor and the division's personnel liaison) to ask the employee to identify which leave credit to charge for the shortage. If the employee does not respond by the designated date, the Transactions Unit will use leave credits in the following order:
 1. CTO
 2. HC
 3. AL or VA

- If an employee has no leave credits available to supplement, the employee will be notified that an accounts receivable (A/R) will be automatically established and deducted from the next applicable pay warrant.

Sick Leave (Family/Bereavement Leave)

- When sick leave is used to care for an ill/injured family member or bereavement leave is requested, the employee is required to specify the relationship of the qualifying family member.

Professional Development Day (PDD)

- PDD is a new benefit and considered a "usage only" leave credit. These hours will not appear on an employee's paystub until they have been used. They are not compensable as part of an employee's lump sum pay (leave credits that are paid out when an employee permanently separates from Civil Service).

- Employees in Bargaining Units 1, 4, 9, 10, 11, 12, 14, 21, and excluded/exempt employees receive two (2) PDD's each fiscal year. Employees in Bargaining Unit 2 receive five (5) PDD's per fiscal year. Because PDD activities are at the expense of the employee, supervisors may not request documentation for this time off. If the PDD leave is not taken in the fiscal year it is credited, the time cannot be carried forward and therefore will be forfeited. Fractional time base employees receive a prorated amount of leave time according to their time base at the time of usage. Intermittent employees receive PDD hours based upon the total hours paid in the month the leave is used.

- PDD's are a usage only benefit (similar to bereavement leave and jury duty) and will not appear on an employees pay stub until the time is actually used. Each employee will have to track their own usage of the hours; however, if they have questions they may call their personnel specialist. Employees who overuse their PDD hours may incur an A/R if they don't have other leave credits to cover the absence.

Non-Compensable Leave Credits

- Furlough hours, personal leave 2010-11, PDD and holiday informal time off are not compensable upon permanent separation from State service, except in rare instances or with the approval from Department of Personnel Administration. Employees are strongly encouraged to use these leave credits before other compensable leaves (e.g., VA, AL, HC, etc.).

Family Medical Leave Act (FMLA)

- Employees who have approved FMLA absences are responsible for reporting any FMLA related absences on their monthly Time Report. Time off needs to be indicated as both the type of leave credit (i.e., SL01, SL02, VA04, etc.) the employee is using and FMLA.

Employees who have additional questions may contact their assigned [Personnel Specialist](#) for assistance.