



SPECIAL BONUS FY19-20 & VACATION ROLLOVER

JOB AID TM-26



The purpose of this job aid is to explain how Special Bonus FY19-20 may affect the calculation of vacation leave that would normally convert to Sick Leave on January 1.

Special Bonus FY19-20 Description and Provisions

State Law 2018-5 granted five days (40 hours) of Special Annual Leave Bonus, effective July 1, 2018, to eligible State employees and various mini budget bills signed on August 30, 2019 granted an additional five days (40 hours) of Special Annual Leave Bonus, effective July 1, 2019, to most State employees. The leave shall remain available during the length of the employee's employment, notwithstanding any other limitation on the total number of days of annual leave that may be carried forward. This leave has no cash value and is not eligible for cash-in. If not used prior to the time of separation or retirement, the special annual leave bonus cannot be paid out and is lost.

Additionally, any vacation leave remaining on December 31 of each year in excess of 30 days (240 hours) shall be reduced by the number of Special Bonus FY19-20 hours that were actually used by the employee during the previous calendar year. The calculation of the vacation leave days (hours) that would convert to sick leave shall reflect a deduction of the Special Bonus FY19-20 awarded that were used by the employee during the previous calendar year. In turn, the Special Bonus FY19-20 hours will be adjusted to equal the Special Bonus FY19-20 remaining hours on December 31 plus the number of Special Bonus FY19-20 hours that were deducted from the vacation leave in excess of 30 days for the calculation of sick leave.

Calculation of Vacation Leave to Sick Leave Rollover

On January 1 of each year, the Integrated HR-Payroll System determines if there are any hours that should rollover from vacation to sick leave. To pro-rate the hours for part-time employees, the following formula is used to determine the threshold.

Weekly working hours from IT0007, divided by 40 and multiplied by 240

$(\text{Weekly working hours}/40) * 240$

The threshold for full-time 40-hour employees would be 240 hours $(40/40) * 240$.

The threshold for part-time 20-hour employees would be 120 hours $(20/40) * 240$.

NOTE: The vacation balance will not be taken below the threshold. The only adjustments are made on the available hours to convert from vacation to sick.

The logic for calculating:

- Balance of Quota Type 10 (Vacation Leave) on January 1 minus Threshold = Available Hours to Convert

New Time Type for Special Bonus FY19-20

- **T57T** – tracks Special Bonus FY19-20 used year-to-date. This will display on the Time Statement as ‘*SBLV FY19-20 YTD Used*’ so employees can track their use throughout the calendar year. This will include any hours used within the calendar year by an employee who transfers in from a Non-Beacon agency. The T57T can be used to identify hours used when an employee transfers out of an Integrated HR-Payroll System agency to a Non-Beacon agency.

On January 1 of each year, the Integrated HR-Payroll System resets the T57T time type to zero. Per OSHR policy, there is an exception for employees on an LOA workers’ compensation leave action. If an employee is on workers’ compensation leave and would have available hours to convert if they were not out on workers’ compensation, the T57T time type will retain the balance from December 31 and carry forward into the next year.

An **IT2012-Z57T** record will be created to account for the number of hours an employee has recorded to Special Bonus FY19-20 in the current calendar year prior to transferring from a Non-Beacon agency. **ONLY BEST** has access to create this record. Agencies are responsible for contacting BEST and requesting the hours be added to T57T year-to-date tracker. This information should be included on agencies’ onboarding forms.

Scenarios

Scenario 1

On January 1, a full-time employee has 260 hours of vacation leave; therefore, 20 hours are available to convert to sick leave. ($260 - 240 = 20$). The employee used 40 hours of Special Bonus FY19-20 in the prior 12 months (or six months for calendar year 2018).

The Integrated HR-Payroll System will reduce the employee’s vacation leave balance to 240 hours. The sick leave balance does not change, and 20 hours will be added back to Special Bonus FY19-20. The Special Bonus FY19-20 balance will equal 20 hours.

Scenario 2

On January 1, a full-time employee has 300 hours of vacation leave; therefore, 60 hours are available to convert to sick leave ($300 - 240 = 60$). The employee used 40 hours of Special Bonus FY19-20.

The vacation leave balance is reduced to 240 hours. The sick leave balance is increased 20 hours and 40 hours are added back to Special Bonus FY19-20 ($60 - 40 = 20$). The Special Bonus FY19-20 balance will equal 40.

Scenario 3

On January 1, a full-time employee has 200 hours of vacation leave; therefore, zero hours are available to convert to sick leave ($200 - 240 = 0$). The employee used 40 hours of Special Bonus FY19-20. No adjustments are made to the sick leave balance and the Special Bonus FY19-20 balance will remain zero.

Scenario 4

On January 1, a part-time employee who works 32 hours per week has 220 hours of vacation leave; therefore, 28 hours are available to convert to sick leave ($(32/40) * 240 = 192$) ($220 - 192 = 28$). The employee used eight hours of Special Bonus FY19-20.

The vacation leave balance is reduced to 192. The sick leave balance is increased 20 hours and eight hours is added back to Special Bonus FY19-20 ($28-8=20$). The Special Bonus FY19-20 balance will equal 32 hours.