***Please distribute this alert to any users within your agency who are responsible for time and attendance activity in SAP.***

**SAP Updated to Reflect 7/1/2015 through 6/30/2019 Time Contract Changes for Fraternal Order of Police, Lodge 85 (BU L4) – (DGS Only)**

* Information regarding updates to SAP to reflect 7/1/2015 through 6/30/2019 time contract changes for Fraternal Order of Police, Lodge 85 (DGS Only)

SAP configuration involving absences, quota and accrual has been updated with the contract changes for Fraternal Order of Police, Lodge 85 (Capitol Police) for the contract period of 7/1/2015 through 6/30/2019. Following is an explanation of the changes.

1. Personal Leave

Effective at the beginning of the 2017 leave calendar year, personal quota was combined with annual quota, and officers no longer earn personal quota.

Any unused personal quota from leave calendar year 2016 was converted to anticipated/actual annual quota. Unused personal quota **was not** included in the annual extension quota.

1. Annual Leave

Effective at the beginning of the 2017 leave calendar year, with the incorporation of personal leave into annual leave, the annual leave accrual rates increased as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Leave Service Credit | New Earnings Rate | 80 Hour Employee | Number of Days |
| Up to 3 Years | 4.24% | 3.39 hrs ppd | 11 days |
| Over 3 Years to 15 Years Inclusive | 7.32% | 5.86 hrs ppd | 19 days |
| Over 15 Years | 9.24% | 7.39 hrs ppd | 24 days |
| Over 25 Years\* | 11.55% | 9.24 hrs ppd | 30 days |

\*For officers hired/rehired prior to October 10, 2012.

1. Annual Quota Extensions

Beginning with the 2017 leave calendar year, the annual quota extension process has been automated. Annual quota hours more than 360 will be automatically extended in the next leave calendar year. Officers will have the first seven pay periods of the leave calendar year to use the extended annual quota. Any quota remaining at the end of the seven pay periods will be removed from the actual annual quota and added to the officer’s actual/anticipated sick quotas provided the office is not at the maximum (2680 hours/335 days) for sick quota.

1. Additional Annual Leave Earnings When No Sick Leave is Used

Effective at the beginning of the 2017 leave calendar year, officers who use no sick leave in a leave calendar year will earn an additional day (7.50/8.00 hours) of annual leave. The additional earnings will be available for use in the next leave calendar year. The following absences types will count as sick leave usage:

* Sick leave for personal illness
* SPF sick leave
* Sick family
* Unpaid sick leave for SPF reasons
* Paid/unpaid leave used for work-related injuries

Note: Sick bereavement leave will not count as sick leave usage.

Officers must have at least one year of service since their most recent hire date (as reflected on IT0041/Z2 date) to be eligible to earn additional annual leave.

New Time Types have been created to allow users to identify officers who have earned the additional annual hours (PT\_BAL00 – Cumulated Time Evaluation Results – Day balances):

* ZAHH – Add. Daily Hrs Holder (replaces ZAPL in the cutover leave calendar year)
* ZAQ1 – Ad. Annual Gen. 1st half
* ZAQ2 – Ad. Annual Gen. 2nd half
* ZAQB – Add. Annual Both Halves

If you have policy questions, please contact Pam Andrews at [ra-oaleave@pa.gov](mailto:ra-oaleave@pa.gov) or 717.787.9872.

**Questions?**   
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007, Option 2.