***Please distribute this alert to any users within the Department of Revenue who are responsible for time and attendance entry for District Lottery Representatives assigned to a four-day work week.***

**Manual Time Processes for Employees Assigned to a Four-Day Work Week**

**(Work Schedule Rule BBB54087) – Department of Revenue Only**

* Information regarding a new four-day work week available for certain District Lottery Representatives at the Department of Revenue, Pennsylvania Lottery.

An agreement between AFSCME Council 13 and the Pennsylvania Department of Revenue, Pennsylvania Lottery establishes a four-day work week for certain District Lottery Representatives (Job Code 09980). Although this schedule requires the modification of certain provisions of the Master Agreement, it is not to be confused with an alternate work schedule (AWS).

Employees on this schedule are assigned Employee Subgroup F8 and work 80 hours biweekly.

Manual processes are required to fulfill certain provisions of the agreement related to holidays, annual leave, military leave and higher class, and are notated where applicable.

1. Work Hours

Work hours consist of four consecutive 10-hour work days of Wednesday through Saturday. Shift hours are 10:30 am to 9:00 pm with a half-hour meal period and two 20-minute rest periods.

Work schedule rule BBB54087 has been configured in SAP with hours 1030-2100, meal period 1500-1530 and moved to production on July 22, 2018.

1. Holiday Quota

Employees are eligible for up to 11 holidays per year consisting of 10 hours each or 110.00 hours. SAP will generate a maximum of 88.00 hours of holiday quota per year consistent with configuration for F8 employees.

**Manual Process:** Time Advisors are required to enter a quota correction via IT2013 to increase the employee’s holiday quota to reflect the full 110-hour entitlement.

1. Annual Leave Earnings and Carry-over

Annual leave will be earned in accordance with the percentages of regular hours paid specified in Article 13, Section 1. An employee cannot accrue leave on more than 80 hours in a pay period.

The maximum amount of annual leave that is permitted to be carried over is 360.00 hours.

1. Extraordinary Annual (AEX) and Emergency Annual (AEM)

Employees are limited to 16.0 hours of extraordinary annual leave (AEX) on two occasions per calendar year, which will be deducted from the maximum 32.0 hours of emergency annual leave (AEM).

The first use of extraordinary annual leave must be for a full 10-hour shift. The second use of such leave in the calendar year will be limited to the remaining allotment.

1. Anticipation of Annual Leave

Anticipation of annual leave in accordance with Article 13, Section 12 is modified to describe “one day” as 10 hours instead of 8 hours. SAP allows a maximum of 8.0 hours to be anticipated consistent with configuration for F8 employees.

**Manual Process:** If an employee requests to anticipate a full 10-hour day of annual leave, Time Advisors must submit an HR help desk ticket in the time category requesting a manual adjustment to the employee’s quota to allow the anticipation.

1. Sick Leave Earnings

Sick leave will be earned in accordance with the percentage of regular hours paid specified in Article 14, Section 1. An employee cannot accrue leave on more than 80 hours in a pay period.

The maximum amount of sick leave that is permitted to be carried over is 2,400 hours.

Sick leave allowances (i.e., sick family, sick bereavement, FMLA entitlements) are based on hours equivalent to those appropriate for a 40-hour per week schedule rather than days.

1. Military Quota

Military leave days are administered as 10-hour work days. Therefore, employees are entitled to fifteen days consisting of 10 hours each or 150.00 hours. SAP will generate a maximum of 120.00 hours for each military quota consistent with SAP configuration for F8 employees.

**Manual Process:** Military Specialists at the HR Service Center will enter quota corrections to adjust military quotas for employees who require military leave beyond 12 days (120.00 hours).

1. Seniority

Employees will receive 1.25 days of seniority credit for each 10-hour shift worked. A maximum of 10 days of seniority will be earned per pay period.

1. Higher Class

Consistent with configuration for F8 employees, SAP requires a minimum of 8.0 hours worked in the higher classification before payment is made. However, the applicable Scheduling Agreement for Four Day Work Week – District Lottery Representatives provides that employees who have worked a minimum of 7.50 hours per day in the higher classification and work this minimum on at least five days during a calendar quarter shall be eligible for higher class pay.

**Manual Process:** If an employee assigned to a four-day week only works 7.50 hours, the higher-class counter will not credit the employee with one day of higher-class since a full of 8.0 hours of higher class are not reported. Time Advisors must submit an HR help desk ticket in the time category requesting manual payment of the higher class.

**Questions?**

If you have any policy questions, please contact Pam Andrews at ra-oaleave@pa.gov or 717.787.9872.

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 for time support at 877.242.6007, Option 2.