*Please distribute this alert to any users within your agency who are responsible**for absence entry in SAP.*

**New Quota Type/Absence Type Created for Verification Leave**

* Information regarding a new quota type and absence type created for Verification Leave

Beginning **December 20, 2021**, a new quota type and absence type will be available for use by eligible Commonwealth employees who have verified their vaccination status (Employees must verify their vaccination status by 12/31/2021 to receive the quota). Full-time employees will receive five (5) days or 37.5/40 hours of quota and part-time employees\* will receive 50% or 18.75/20 hours of quota.

\*Part-time employees who have verified their vaccination status by 12/31/2021 and then transfer to full-time employment before 12/31/2021, will be eligible to receive the full-time quota of five days. Quota updates will be handled by HRSC-Time Services.

Eligible employees include permanent and non-permanent employees under the Governor’s jurisdiction who are non-represented or whose union has executed the applicable side letter with the Office of Administration, who are in a leave earning job class and submitted their online Vaccination Verification on or before 12/31/2021. Annuitants and employees who are in non-leave earning job classes are not eligible for Verification Leave, nor are employees on the DS and XH pay scales.

Following are details about Absence Type *VL* and Quota Type *Verification Leave*:

**Absence Type**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date** | **Absence Type** | **Absence Type Text** | **Wage Type** | **Wage Type Text** |
| 12/20/2021 | VL | Pd-Verification Leave | 2822 | Pd-Verification Leave |

**Quota Type**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quota Start Date** | **Quota End Date** | **Quota Type** | **Quota Type Text** |
| 12/18/2021\* | 3/31/2022 | 40 | Verification Leave |

\*NOTE: Even though the quota start date is 12/18/2021, employees who have verified their vaccination status cannot request absences until 12/20/2021. Absence type VL is available for use for absences with effective dates of 12/20/2021 through 3/31/2022.

Employees who have not used their quota by 3/31/2022, will be eligible for a payment\* of the remaining hours provided they are in an **active** pay status as of 3/31/2022. Unused quota will not be paid to employees who separate prior to this date.

 \*Maximum payout is limited to $2500 regardless of the full value of the remaining Verification Leave.

Some things to keep in mind regarding absence type VL:

* Absence type VL **counts** as hours worked for:
	+ Leave Accrual
	+ Leave Service Credit
	+ Seniority
	+ Clothing Allowance Entitlement
* Absence type VL **does not count** as hours worked for:
	+ Overtime
	+ FMLA
* Absence type VL is **NOT** retirement covered

**Reporting**

* Absence type VL is available in standard and custom SAP time reports.

**Questions?**

**Policy** - please email ra-oaleave@pa.gov

**Systems** - please submit an [HR help desk ticket](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.