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

**SAP Updated to Reflect 7/1/2023 through 6/30/2027 Time Contract Changes for UFCW (M1, M7) and Management (M8) (PLCB Only)**

* Information regarding updates to SAP to reflect 7/1/2023 through 6/30/2027 time contract changes for UFCW and Management (PLCB Only)

SAP configuration involving absences and quota have been updated with the contract changes for UFCW and Management for the contract period of 7/1/2023 through 6/30/2027. The following is an explanation of the changes.

**Holiday**

Beginning in calendar year 2024, Columbus Day will be recognized as “Indigenous People’s Day”.

Beginning in calendar year 2024, employees hired on or after 10/11/2016 are no longer eligible for compensatory time or the payment in lieu of holiday compensatory time for hours worked on Juneteenth.

**Annual**

Effective 7/1/2023, non-permanent (regular) part-time employees who have one or more years of service since their most recent date of hire/rehire (IT0041, STy Z2) will be eligible to earn annual leave in accordance with the following schedule.

**Up to 3 Years:** 2.70% of all Regular Hours Paid

**Over 3 Years to 15 Years Inclusive:** 5.77% of all Regular Hours Paid

**Over 15 Years:** 7.70% of all Regular Hours Paid

**Over 25 Years\*:** 10% of all Regular Hours Paid

\* for employees hired/rehired prior to 7/1/2012

The present practice related to the payment of annual leave upon accruing one full day (7.50 hours) for regular part-time employees shall continue in effect. Annual leave hours paid shall not be counted as hours worked for the purpose of computing overtime.

Beginning in leave calendar year 2024, the practice related to the usage of a payment of annual leave for regular part-time employees will no longer apply. Employees will be eligible to earn and use annual leave in accordance with leave provisions.

Effective 7/1/2023, regular part-time employees who have one or more years of service since their most recent date of hire/rehire (IT0041, STy Z2) as of June 30, will be paid an additional annual leave payout based upon the number of regular hours paid during the previous fiscal year in accordance with the following schedule:

**Regular Hours Paid Annual Leave Payment**

650 to 999 4 hours

1000 to 1449 8 hours

1450 or more 12 hours

**Questions?**

Policy related questions should be directed to [ra-oaleave@pa.gov](mailto:ra-oaleave@pa.gov).

System related questions should be directed to the HR Service Center, Time Services team. Timekeepers and field time advisors should direct any questions related to this alert to their central agency time advisor. Central agency time advisors may submit questions via an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the **Time** category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.