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

**SAP Updated to Reflect 7/1/2023 through 6/30/2027 Time Contract Changes for CIVEA (DOC Only)**

* Information regarding updates to SAP to reflect 7/1/2023 through 6/30/2027 time contract changes for CIVEA (E4, E7)

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

**Sick**

Effective 7/1/2023, employees with less than one year of service since their most recent date of hire/rehire (IT0041, STy Z2) will be able to anticipate up to three days (22.5/24.0 hours) of sick leave to which they become entitled during their first year of employment.

**Holiday**

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

Beginning with calendar year 2024\*, employees can carry earned, unused holiday quota into the next calendar year for up to ten (10) pay periods. On an annual basis, the following will occur:

* On 12/31/XXXX, unused holiday hours are removed from the holiday quota (QT25).
* On 1/1/XXXX, a holiday extension quota (QT26) will generate with the amount removed and the same number of hours will also be added to the current year’s holiday quota (QT25).
* Holiday absences used on a day other than a designated holiday (i.e., New Year’s Day, Martin Luther King Day, Presidents’ Day) will deduct from the yearly holiday quota (QT25) and reduce the holiday extension quota (QT26) until it is exhausted.
* Any positive balance remaining in the holiday extension quota will automatically pay out at the end of the ten (10) pay period extension at the rate of pay in effect at that time.
* A new Time Type, ZQ26, was created and will generate on the last day of the extension period to signify a payout of unused holiday extension quota. The hours will be paid using Wage Type 2754 (Accumulated Unused Holiday).

*\* Including holiday quota earned on or prior to 12/31/2023*.

**Compensatory**

Beginning with calendar year 2024\*, employees can carry earned, unused compensatory quota into the next calendar year for up to ten (10) pay periods. On an annual basis, the following will occur:

* On 12/31/XXXX, unused compensatory hours are removed from compensatory quota (QT15/QT14).
* On 1/1/XXXX, a compensatory extension quota (QT16/QT17) will generate for employees who have unused compensatory quota. For any compensatory hours entered retroactively after the first day of the calendar year, those hours will be moved to QT16/QT17 after time evaluation runs.
* Compensatory leave used will deduct from the corresponding compensatory extension quota (QT16/QT17) until it is exhausted. Any positive balance remaining in the compensatory extension quota (QT16/QT17) will automatically pay out at the end of the ten (10) pay period extension at the rate of pay in effect at that time.
* Two new time types were created and will generate on the last day of the extension period to signify a payout of unused compensatory extension quota. The hours will be paid using the appropriate wage type:
  + For unused QT16, Time Type ZQ16 will generate to signify a payout of unused compensatory extension quota and will be paid using Wage Type 2753 (Unused Mandatory Comp Lv.).
  + For unused QT17, Time Type ZQ17 will generate to signify a payout of unused compensatory extension quota and will be paid using Wage Type 2760 (Unused Voluntary Comp Lv.).

*\* Including compensatory quota earned on or prior to 12/31/2023.*

**Annual Leave Sell-Back**

Beginning in January 2025, employees will be permitted to sell-back up to three (3) days of accrued annual leave once per year. Additional guidance will be forthcoming closer to the date of implementation.

**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.