**Time Alert 2005-25: Non-Perm to Perm and the PT50 Report - 06/02/2005**

NON-PERMANENT TO PERMANENT and THE PT50 REPORT.  For most employees, the "Requested" column on the PT50 Report for absence quota types 11 (actual annual) and 21 (actual sick) will always reflect zero.  However, if a non-permanent employee who is eligible for annual and sick quota becomes permanent, any usage reported during their non-permanent status will continue to be reflected in the "Requested" column for absence quote types 11 and 21 even after they become permanent.

This happens because non-permanent employees are not entitled to anticipated quotas.  Therefore, when a non-permanent employee requests and is approved to use leave, the deduction must be taken directly from quota type 11 or 21, not 10 (anticipated annual) or 12 (excess annual) or 20 (anticipated sick) as it would for a permanent employee.