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

**2021 Quota Extension Deadlines Changed**

* Information regarding a change to the 2021 quota extension deadlines.

**Annual** – Employees who had greater than 45 days of annual leave at the end of the 2020 leave calendar year were given until the end of the 7th pay period in April 2021 to use the excess annual quota. In recognition of the fact that the ongoing COVID-19 state of emergency may have reduced employees’ normal opportunities to schedule and use excess leave, the deadline to use excess leave has been extended through the end of the 7th pay period in 2022\* (April 8, 2022, April 15, 2022, and April 16, 2022) depending on an employee's pay cycle. As a result of this deadline extension, a change to the 2021 quota extension end dates was needed. \*\*

Employees with remaining 2020 excess annual quota will be notified via direct email regarding the date change process.

*\*Extension did not apply to H1 bargaining unit members.*

*\*\*Please note that this is a two-step process.*

Step 1 - On March 28, 2021, the 2021 quota extension end date was changed from the end of the 7th pay period in April, to the end of the 2021 leave calendar year (LCY) as follows:

|  |  |  |
| --- | --- | --- |
| Payroll Area | Original Extension End Date | Revised 2021 Extension End Date (end of 2021 LCY) |
| T3/Z3 | 4/09/2021 | 12/31/2021 |
| T2/Z2 | 4/16/2021 | 1/7/2022 |
| Z1 | 4/17/2021 | 1/8/2022 |

Step 2 – at the end of the 2021 leave calendar year, any 2020 extension quota remaining will be combined with 2021 excess quota and the total will be available for use through the end of the 7th pay period in LCY 2022.

|  |  |  |
| --- | --- | --- |
| Payroll Area | Step 1 Extension End Date | 2022 Extension End Date (end of 7th pay period) |
| T3/Z3 | 12/31/2021 | 4/8/2022 |
| T2/Z2 | 1/7/2022 | 4/15/2022 |
| Z1 | 1/8/2022 | 4/16/2022 |

Excess leave not used on or before the end of the 7th pay period in April 2022 will be converted to sick leave or forfeited if an employee has reached their maximum carryover for sick leave (300\* days).

*\*Varies by collective bargaining agreement.*

**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.