**Absence Benefits**

**By Bargaining Unit**

Absence benefits vary by union. Use the links below for detailed information on each union’s absence benefits. Always refer to the [current collective bargaining agreement](https://www.hrm.oa.pa.gov/employee-relations/cba-md/Pages/default.aspx) when determining an employee’s absence benefits and entitlements.

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| **Union/BU** | **Years of Service** | **Annual Accrual Rate & Hours Earned**  **Per Pay/Annually**  **(75 or 80 Hours)** | **# of Days per Year** | **Sick Accrual Rate & Hours Earned**  **Per Pay/Annually**  **(75 or 80 Hours)** | **# of Days** | **Notes** |
| [**AFSCME**](#AFSCME) (A1, A4, B1, B4, G1, G4, J1, N1, A2, B2, G2, G4, J2, N2, 61, 64, 65, W1, W2, W4, W5, W7, W8, W9, A7) [**FOSCEP**](#FOSCEP) (C4, C5) [**CIVEA**](#CIVEA) (E4) [**SEIU Local 668 Ref Unit**](#SEIU668Refs) (I5) [**Capitol Police**](#CAPPOLICE) (L4) [**UGSOA**](#UGSOA) (R1, R2) [**PUC Attorneys**](#PUCAttys) (Z4) [**SEIU Local 668 (formerly PSSU)**](#SEIU668) (F1, F4, F2, F5) | 0-3 3-15 15-25 >25\* | 4.24% (3.18/82.68 or 3.39/88.14) 7.32% (5.49/142.74 or 5.86/152.36) 9.24% (6.93/180.18 or 7.39/192.14) 11.55% (8.66/225.16 or 9.24/240.24) | 11 19 24 30 | 4.24%  (3.18/82.68 or 3.39/88.14) | 11 | \*11.55% only applies to employees hire prior to 7/1/2011  \*\*11.55% only applies to employees hired prior to 7/1/12 |
| [**PSCOA**](#PSCOA) (H1) | 0-1 1-7 7-15 15-25 >25 | 5.77% (4.62/120.12) 7.70% (6.16/160.16) 9.62% (7.70/200.20) 11.54% (9.23/240.03) 13.47% (10.78/280.18) | 15 20 25 30 35 | \*\* | \*\* | \*\* 0-1 years/.77%/2 days (.62/16.12) 1-2 years/1.16%/3 days (.93/24.13) 2-3 years/1.54%/4 days (1.23/32.03) 3-4 years/1.93%/5 days (1.54/40.14) 4-5 years/2.31%/6 days (1.85/48.05) 5-6 years/2.70%/7 days (2.16/56.16) >6 years/3.08%/8 days (2.46/64.06) |
| [**FOP Fish & Boat**](#FOPFish) (K1, K2) | 0-3 3-15 15-25 >25\* | 2.70% (2.16/56.16) 5.77% (4.62/120.12) 7.70% (6.16/160.16) 10.0% (8.00/208.00) | 7 15 20 26 | 4.24%  (3.39/88.14) | 11 | \*10.0% only applies to employees hired prior to 7/1/2013 |
| [**PLEA**](#PLEA) (K4) [**ALES**](#ALES) (K5) | 0-3 3-15 15-25 >25\* | 4.24% (3.39/88.14) 7.32% (5.86/152.36) 9.24% (7.39/192.14) 11.55% (9.24/240.24) | 11 19 24 30 | 5.00%  (4.0/104.00) | 11 | \*11.55% only applies to employees hire prior to 7/1/2011 |
| [**FOP Game Commission**](#FOPGame) (K8) | 0-3 3-15 15-25 >25\* | 4.62% (3.70/90.26) 7.70% (6.16/160.16) 9.62% (7.70/200.20) 11.93% (9.54/248.04) | 12 20 25 31 | 4.24%  (3.39/88.14) | 11 | \*11.93% only applies to employees hired prior to 7/1/2013 |
| [**PSTA**](#PSTA) (L1) | 0-1 1-13 13-21 >21 | 3.85% (3.08/80.08) 5.77% (4.62/120.12) 7.70% (6.16/160.16) 10.0% (8.0/208.00) | 10 15 20 26 | 6%  (4.80/124.80) | 15.6 | Earns Personal/4 days per LCY |
| [**ISSU**](#ISSU) (M2) [**Management**](#MGMT) (M8) | 0-3 3-15 15-25 >25\* | 4.24% (3.18/82.68 or 3.39/88.14) 7.70% (5.78/150.28 or 6.16/160.16) 9.62% (7.22/187.72 or 7.70/200.20) 11.93% (8.95/232.70 or 9.54/248.04) | 11 20 25 31 | 4.24%  (3.18/82.68 or 3.39/88.14) | 11 | \*11.93% only applies to employees hired prior to 7/1/11 |
| [**UFCW**](#UFCW) (M1) | 0-3 3-15 15-25 >25\* | 4.24% (3.18/82.68 or 3.39/88.14) 7.70% (5.78/150.28 or 6.16/160.16) 9.62% (7.22/187.72 or 7.70/200.20) 11.93% (8.95/232.70 or 9.54/248.04) | 11 20 25 31 | 4.24%  (3.18/82.68 or 3.39/88.14) | 11 | \*11.93% only applies to employees hire prior to 7/1/12 |
| [**SEIU Healthcare**](#SEIUHCPA) (P4) [**OPEIU**](#OPEIU) (P5) | 0-1 1-2 2-15 15-25 >25\* | 5% (3.75/97.5 or 4.00/104.00) 6.93% (5.20/135.20 or 5.54/144.04) 7.70% (5.78/150.28 or 6.16/160.16) 9.62% 7.22/187.72 or 7.70/200.20) 11.93% (8.95/232.70 or 9.54/248.04) | 13 18 20 25 31 | 4.24%  (3.18/82.68 or 3.39/88.14) | 11 | \*11.93% only applies to employees hire prior to 7/1/11 |
| [**DCNR Rangers**](#DCNRRangers) (R4)\*\* | 0-3 3-15 15-25 >25\* | 2.70% (2.16/56.16) 5.77% (4.62/120.12) 7.70% (6.16/160.16) 10.0% (8.0/208.00) | 7 15 20 26 | 4.24%  (3.39/88.14) | 11 | \*10.0% only applies to employees hired prior to 7/1/12  Earns Personal: 1st year = 1 day; 2 year = 3 days; 3rd and subsequent years = 5 days |
| [**PSEA**](#PSEA) (S4) | 0-3 3-15 15-25 >25\* | 4.62% (3.47/90.22 or 3.70/96.20) 7.70% (5.78/150.28 or 6.16/160.16) 9.62% (7.22/187.72 or 7.70/200.20) 11.93% (8.95/232.70 or 9.54/248.04) | 12 20 25 31 | 4.24%  (3.18/82.68 or 3.39/88.14) | 11 | \*11.93% only applies to employees hired prior to 7/1/11 |
| [**PDA**](#PDA) (T4, T5) | 0-1 1-15 15-25 >25\* | 5.39% (4.04/105.04 or 4.31/112.06) 7.32% (5.49/142.74 or 5.86/152.36) 9.24% (6.93/180.18 or 7.39/192.14) 11.55% (8.66/225.16 or 9.24/240.24) | 14 19 24 30 | 5%  (3.75/97.5 or 4.0/104.00) | 13 | \*11.55% only applies to employees hired prior to 7/1/12 |
| [**Management**](#MGMT) (A3, A8, B3, C3, D3, F3, G3, H3, J3, K3, N3, P3, R3, S3, T3, Z3) [**Non-represented**](#MGMT) (A5, B5, S5) | 0-3 3-15 15-25 >25 | 5.39% (4.04/105.04 or 4.31/112.06) 7.32% (5.49/142.74 or 5.86/152.36) 9.24% (6.93/180.18 or 7.39/192.14) 11.55% (8.66/225.16 or 9.24/240.24) | 14 19 24 30 | 5%  (3.75/97.5 or 4.0/104.00) | 13 |  |

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| **AFSCME** | A1, A4, B1, B4, G1, G4, J1, N1  A2, B2, G2, G5, J2, N2 (supervisors)  Note: A7 and N7 receive no accumulated leave and only limited absence benefits. | | | | | 7/1/2019 – 6/30/2023 | |
| **PAID ABSENCES** | | | | | | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid  0-3 years = 4.24% (11 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2011  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion.  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Vacation Selection Period:**  September 1-30 for vacations from January 1 to June 30  March 1-31 for vacations from July 1 to December 31  **Payout:** Upon separation all earned, unused absence quota is paid | | | | | | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, grandchild, parent, step-parent, brother, or sister of the employee  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, child, or step-child of the employee  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, step-brother, step-sister, foster child or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (11 days maximum) | | | | | | |
| **Holiday** | Holidays falling on Saturday are granted on Friday; holidays falling on Sunday are granted on Monday  1. New Year's Day 6. Labor Day 11. Christmas Day  2. Martin Luther King Jr. B-day 7. Columbus Day  3. President's Day 8. Veteran's Day  4. Memorial Day 9. Thanksgiving Day  5. Independence Day 10. Day after Thanksgiving | | | | | | |

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| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, fire police duties, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster; Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor  For specific requirements to use this absence type, consult with your human resource office |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday quota must be used prior to using unpaid military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes FMLA absences. All accrued annual, compensatory, and holiday quota must be used prior to using unpaid military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **FOSCEP** | C4  C5 (supervisors) | 7/1/2019 – 6/30/2023 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid  0-3 years = 4.24% (11 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2011  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion.  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, grandchild, brother, sister, parent, or step-parent  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, foster child, step sister, step brother, or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent of the employee, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (11 days maximum) | |
| **Holiday** | Holidays falling on Saturday are granted on Friday; holidays falling on Sunday are granted on Monday  1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran's Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day after Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster; Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor  For specific requirements to use this absence type, consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) | |

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| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types; unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes FMLA absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **CIVEA** | E4  Note: E7 receive no accumulated leave and only limited absence benefits. | 7/1/2019 – 6/30/2023 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid  0-3 years = 4.24% (11 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) – ONLY APPLIES TO EMPLOYEES HIRED BEFORE 7/1/2011  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion.  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, grandchild, parent, step-parent, brother, or sister  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, step-parent, child, step-child, or foster child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, step-brother, step-sister, foster child, or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (13 days maximum) | |
| **Holiday** | Holidays falling on Saturday are granted on Friday; holidays falling on Sunday are granted on Monday  1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran's Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day after Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster; Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor  For specific requirements to use this absence type, consult with your human resource office | |
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| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
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| **Compensation Referees** | I5 | 7/1/2019 – 6/30/2023 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-3 years = 4.24% (11 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2011  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, grandchild, parent, step-parent, brother, or sister  **Sick Bereavement:** Up to 5 days per leave calendar year for death of husband, wife, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, foster child, step-brother, step-sister, or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (13 days maximum) | |
| **Holiday** | Holidays falling on Saturday are granted on Friday; holidays falling on Sunday are granted on Monday  1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran's Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day after Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |
| **Civil** | Jury Duty, Responding to subpoena  Firefighting, Civil Air Patrol, Emergency Medical Technician, Emergency Management Rescue during fire, flood, hurricane or other disaster | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) | |

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| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday quota must be used prior to using unpaid military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes FMLA absences. All accrued annual, compensatory, and holiday quota must be used prior to using unpaid military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **PSCOA** | H1 | 7/1/2020 – 6/30/2021 |
| **PAID ABSENCES** | | |
| **Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-1 year = 5.77% (15 days)  1-7 years = 7.70% (20 days)  7-15 years = 9.62% (25 days)  15-25 years = 11.54% (30 days)  >25 years = 13.47% (35 days)  **Anticipation:** After 1 year of service since most recent date of hire; no anticipation after 3 occurrences of non-prescheduled absence in leave calendar year  **Sell Back:** After 5 years of service, may sell back up to 10 full days of accrued leave if three or fewer non-prescheduled absence occurred during leave calendar year  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Vacation Selection Period:**  November 1 to December 31 for vacations January 1 through March 31  January 1 to March 31 for vacations April 1 through December 31  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-1 year = 0.77% (2 days)  1-2 years = 1.16% (3 days)  2-3 years = 1.54% (4 days)  3-4 years = 1.93% (5 days)  4-5 years = 2.31% (6 days)  5-6 years = 2.70% (7 days)  >6 years = 3.08% (8 days)  **Anticipation:**  After 1 year of service since most recent date of hire.  **Usage Restriction:** May only be used after 5 days of absence as follows:  0-3 years beginning on the 6th day of absence  3-5 years retroactively beginning on the 5th day of absence  5-8 years retroactively beginning on the 4th day of absence  8-11 years retroactively beginning on the 3rd day of absence  11-15 years retroactively beginning on the 2nd day of absence  >15 years retroactively beginning on the 1st day of absence  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 15 full days of absence for husband, wife, child, step-child, or parent of the employee, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-2 years = 5 days  2-3 years = 10 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (8 days maximum) | |
| **Stress Day** | **Entitlement:** After completing 30 working days in an active pay status in the calendar year, 1 paid day as follows: Employees with more than 1 but less than 5 years of service who have no unauthorized absences and no more than 2 full days or 2 partial days of non-prescheduled leave in the previous full calendar year; and employees with greater than 5 years of service. | |
| **Holiday** | Those bargaining unit members assigned to a Monday through Friday schedule shall have all contractual holidays falling on a weekend observed on either the Friday before the holiday, or the Monday following the holiday.  1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran's Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day after Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |

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| **PAID ABSENCES continued** | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster; Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor  For specific requirements to use this absence type, consult with your human resource office |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. All accrued combined leave to the extent required by Article 10, Section 1 of the contract and all accrued paid sick leave when applicable must be used prior to other FMLA leave types. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All additional sick family, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes FMLA absences. All accrued combined, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **FOP Conservation Officers (Fish & Boat)** | K1  K2 (supervisors) | 7/1/2017 – 6/30/2020 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-3 years = 4.24% (11 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) – ONLY APPLIES TO EMPLOYEES HIRED BEFORE 7/1/2013  **Anticipation:** After 1 year of service since most recent date of hire  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Vacation Selection Period:**  September 1-30 for vacations from January 1 to June 30  March 1-31 for vacations from July 1 to December 31  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, parent, brother, or sister  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, foster child, step-sister, step-brother, or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (13 days maximum) | |
| **Holiday** | 1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran's Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day after Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster; Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor  For specific requirements to use this absence type, consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) | |

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| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes SPF absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **PLEA (LLEO)** | K4 | 7/1/2019 – 6/30/2023 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-3 years = 4.24% (11 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) - ONLY APPLIES TO EMPLOYEES HIRED BEFORE 7/1/2011  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion.  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Vacation Selection Period:**  December 1 to February 28 for vacations from May 1 to December 31  September 1 to October 31 for vacations from January 1 to April 30  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, grandchild, parent, step-parent, brother, or sister  **Sick Bereavement:** Up to 5 days per leave calendar year for death of husband, wife, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, step-brother, step-sister, foster child or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (13 days maximum) | |
| **Holiday** | 1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran's Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day after Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  For specific requirements to use this absence type, consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) | |

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| **UNPAID ABSENCES** | |
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| **ALES (LLEO Supervisors)** | K5 | 7/1/20196 – 6/30/2023 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-3 years = 4.24% (11 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) - ONLY APPLIES TO EMPLOYEES HIRED BEFORE 7/1/2011  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion.  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Vacation Selection Period:**  December 1 to February 28 for vacations from May 1 to December 31  September 1 to October 31 for vacations from January 1 to April 30  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, grandchild, parent, step-parent, brother, or sister  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, foster child, step sister, step brother, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent of the employee, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (13 days maximum) | |
| **Holiday** | For employees who work Monday through Friday schedules, holidays falling on Saturday are granted on Friday and holidays falling on Sunday are granted on Monday; for all other employees, the holiday is deemed to fall on the day in which the holiday occurs  1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran's Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day after Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  For specific requirements to use this absence type, consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |

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| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes SPF absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **FOP Conservation Officers (Game)** | K8 | 7/1/2020 – 6/30/2021 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-3 years = 4.62% (11 days)  3-15 years = 7.70% (20 days)  15-25 years = 9.62% (25 days)  >25 years = 11.93% (31 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2013  **Anticipation:** After 1 year of service since most recent date of hire  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick)  **Vacation Selection Period:**  March 1-31 for vacations from July 1 to December 31  September 1-30 for vacations from January 1 to June 30  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, grandchild, parent, step-parent, brother, or sister  **Sick Bereavement:** Up to 5 days per leave calendar year for death of husband, wife, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, foster child, step-sister, step-brother, or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, parent, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (13 days maximum) | |
| **Holiday** | Holidays falling on Saturday are granted on Friday; holidays falling on Sunday are granted on Monday  1. New Year's Day 6. Labor Day  2. Martin Luther King Jr. B-day 7. Columbus Day  3. President's Day 8. Veteran's Day  4. Memorial Day 9. Thanksgiving Day  5. Independence Day 10. Christmas Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster; Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor  For specific requirements to use this absence type, consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) | |

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| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to six months per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes SPF absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **PSTA** | L1 | 7/1/2020 – 6/30/2021 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-1 years = 3.85% (10 days)  1-13 years = 5.77% (15 days)  13-21 years = 7.70% (20 days)  >21 years = 10.0% (26 days)  **Anticipation:** After 1 year of service since most recent date of hire  **Maximum Carryover:** 60 days  Amounts above the maximum can be used in first seven pay periods of next year; any remaining carryover is lost  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Personal** | **Accrual:** Begins accruing on first day of work  4 days one earned each calendar quarter; must use 2 days by June 30.  Each calendar year, each member shall be entitled to designate one (1) day of personal leave allotment as an emergency personal leave day which shall not be denied.  **Anticipation:** At agency’s discretion  **Maximum Carryover:** None  Days not used can be used in first seven pay periods of next year; any remaining carryover is lost  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  6.00% (15.6 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 410 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, parent, brother, or sister  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, step-brother, step-sister, foster child or any relative residing in the employee’s household  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death; if retire prior to 25 years of service paid at 35% (117 days maximum)  0-135 days = 35% of actual value (47 days maximum)  136-235 days = 40% of actual value (94 days maximum)  236-335 days = 50% of actual value (167 days maximum)  335+ days in last year of employment = 100% of days over 335 (75 days maximum) | |
| **Holiday** | 1. New Year's Day 7. Labor Day  2. Martin Luther King Jr. B-day 8. Columbus Day  3. President's Day 9. Veteran's Day  4. Good Friday 10. General Election Day  5. Memorial Day 11. Thanksgiving Day  6. Independence Day 12. Christmas | |
| **Civil** | N/A | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |
| **UNPAID ABSENCES** | | |
| **Sick Leave Without Pay** | **Eligibility:** Available after six months of service for an employee’s own serious health condition  **Entitlement:** Up to six months of leave with benefits and at the agency’s discretion six months without benefits for absences that continue beyond six months | |
| **Parental Leave Without Pay** | **Eligibility:** Available after six months of service to employees who become parents through birth, adoption or foster care placement  **Entitlement:** Up to six months of leave with benefits and at the agency’s discretion six months without benefits | |
| **Family Care Leave Without Pay** | **Eligibility:** Available after one year of service for the serious health condition of a family member  **Entitlement:** 12 weeks of leave with benefits | |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the absence  **Entitlement:** 26 weeks in a single 12-month period. All accrued annual, personal, compensatory, and holiday absence quota must be used prior to using military caregiver absence. | |
| **Military Exigency** | **Eligibility:** Same as military caregiver  **Entitlement:**  12 weeks of leave with benefits which is reduced by any sick, parental, or family care leave without pay used. All accrued annual, personal, compensatory, and holiday absence quota must be used prior to using military exigency absence. | |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. | |

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| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |

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| **Capitol Police** | L4 | 7/1/2019 – 6/30/2023 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-3 years = 4.24% (11 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2011  **Extra Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire leave calendar year shall earn one extra annual day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion.  **Maximum Carryover:** 45 days  **Vacation Selection Period:**  January 1-February 28 for vacations from March 1 to February 28 of the following year  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days) effective at the beginning of the 2013 leave calendar year 5.00% (13 days) for employment that commenced on or after July 1, 1985  6.00% (15.6 days) for employment that commenced before July 1, 1985  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 335 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, foster child, grandchild, parent, or step-parent  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, step-brother, step-sister, foster child, niece, nephew, or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; or retirement with 25 years  0-100 days = 35% of actual value (35 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (45 days maximum) | |
| **Holiday** | Holidays falling on Saturday are granted on Friday; holidays falling on Sunday are granted on Monday  1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran's Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day after Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |
| **Civil** | Jury Duty, Responding to subpoena  Firefighting, civil air patrol, emergency medical technician, emergency management rescue during fire, flood, hurricane or other disaster | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) | |

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| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes SPF absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **ISSU** | M2 | | 7/1/2019 – 6/30/2023 |
| **PAID ABSENCES** | | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-3 years = 4.24% (11 days)  3-15 years = 7.70% (20 days)  15-25 years = 9.62% (25 days)  >25 years = 11.93% (31 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2011  **Extra Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire leave calendar year shall earn one extra annual day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** After 1 year of service since most recent date of hire  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Payout:** Upon separation all earned, unused absence quota is paid | | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, step-child, foster child, child, grandchild, parent, or step-parent  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, foster child, step-sister, step-brother, grandparent, grandchild, step-grandparent, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew or any relative residing in the employee's household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, or parent of the employee, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (11 days maximum) | | |
| **Holiday** | Holidays falling on Sunday are granted on Monday | | |
| 1. New Year's Day 2. Martin Luther King Jr. B-day 3. President's Day 4. Memorial Day 5. Independence Day | 1. Labor Day 2. Columbus Day 3. Veteran's Day 4. Thanksgiving Day 5. Christmas Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office | | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | | |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) | | |

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| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes SPF absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **UFCW** | M1  Note: M7 receive no accumulated leave and only limited absence benefits. Intermittent liquor store clerks in the M1 unit also have different absence benefits than provided below. | 7/1/2019 – 6/30/2023 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid  0-3 years = 4.24% (11 days)  3-15 years = 7.70% (20 days)  15-25 years = 9.62% (25 days)  >25 years = 11.93% (31 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2012  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** After 1 year of service since most recent date of hire  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, parent, step-parent, child, foster child, grandchild or step-child of the employee  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, child or step-child  Up to 3 days per leave calendar year for death of foster child, brother, step-brother, sister, step-sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, or any relative residing in the employee's household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, or parent of the employee, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (11 days maximum) | |
| **Holiday** | Holidays falling on Sunday are granted on Monday  1. New Year's Day 6. Labor Day  2. Martin Luther King Jr. B-day 7. Columbus Day  3. President's Day 8. Veteran's Day  4. Memorial Day 9. Thanksgiving Day  5. Independence Day 10. Christmas Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) | |

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| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days is with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes FMLA absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **OPEIU** | P5 | 7/1/2019 – 6/30/2023 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid  0-1 years = 5.00% (13 days)  1-2 years = 6.93% (18 days)  2-15 years = 7.70% (20 days)  15-25 years = 9.62% (25 days)  >25 years = 11.93% (31 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2011  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Vacation Selection Period:**  September 1-30 for vacations from January 1 to June 30  March 1-31 for vacations from July 1 to December 31  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, parent, brother, sister, grandchild, or step-parent of the employee  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, niece, nephew, child or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, foster child, step-sister, step-brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle or any relative residing in the employee's household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent of the employee, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (11 days maximum) | |
| **Holiday** | For employees who work Monday through Friday schedules, holidays falling on Saturday are granted on Friday and holidays falling on Sunday are granted on Monday; for all other employees, the holiday is deemed to fall on the day in which the holiday occurs  1. New Year's Day 6. Labor Day  2. Martin Luther King Jr. B-day 7. Columbus Day  3. President's Day 8. Veteran's Day  4. Memorial Day 9. Thanksgiving Day  5. Independence Day 10. Christmas Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |

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| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All sick family, additional sick family, accrued annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes FMLA absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **SEIU Healthcare PA (formerly SEIU 1199P)** | P4  Note: P7 receive no accumulated leave and only limited absence benefits. | 7/1/2019 – 6/30/2023 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid  0-1 years = 5.00% (13 days)  1-2 years = 6.93% (18 days) 2-15 years = 7.70% (20 days)  15-25 years = 9.62% (25 days)  >25 years = 11.93% (31 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2011  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion.  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Vacation Selection Period:**  September 1-30 for vacations from January 1 to June 30  March 1-31 for vacations from July 1 to December 31  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, grandchild, parent, step-parent, brother or sister of the employee  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, stepparent, child or stepchild  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, foster child, step-sister, step-brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, or any relative residing in the employee's household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, or parent of the employee or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (11 days maximum) | |
| **Holiday** | For employees who work Monday through Friday schedules, holidays falling on Saturday are granted on Friday and holidays falling on Sunday are granted on Monday; for all other employees, the holiday is deemed to fall on the day in which the holiday occurs  1. New Year's Day 6. Labor Day  2. Martin Luther King Jr. B-day 7. Columbus Day  3. President's Day 8. Veteran's Day  4. Memorial Day 9. Thanksgiving Day  5. Independence Day 10. Christmas Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, fire police duties, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster; Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor  For specific requirements to use this absence type, consult with your human resource office | |

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| **PAID ABSENCES continued** | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid military absence may be available. Contact the HR Service Center. |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types; unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes FMLA absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **UGSOA** | R1  R2 (supervisors) | 9/1/2017 – 8/31/2020 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-3 years = 4.24% (11 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2011  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion.  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Vacation Selection Period:**  January 1 – February 28 for vacations from March 1 to February 28 of the following year  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, parent, brother or sister  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, foster child, step-sister, step-brother, or any relative residing in the employee's household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent of the employee or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (11 days maximum) | |
| **Holiday** | For employees who work Monday through Friday schedules, holidays falling on Saturday are granted on Friday and holidays falling on Sunday are granted on Monday; for all other employees, the holiday is deemed to fall on the day in which the holiday occurs  1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran’s Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day After Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster; Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor  For specific requirements to use this absence type, consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid military absence may be available. Contact the HR Service Center. | |

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| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types; unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes SPF absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **DCNR Rangers** | R4 | 7/1/2019 – 6/30/2021 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-3 years = 2.70% (7 days)  3-15 years = 5.77% (15 days)  15-25 years = 7.70% (20 days)  >25 years = 10.0% (26 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2012.  **Anticipation:** After 1 year of service since most recent date of hire  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Vacation Selection Period:** January 1 to March 31  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Personal** | **Accrual:** Begins accruing on first day of work  1st year = 1 day after working 160 hours  2nd year = 3 days, 1 in 1st, 2nd, and 3rd quarter after working 160 hours  3rd year = 5 days, 1 in 1st, 2nd, and 4th quarter and 2 in 3rd quarter after working 160 hours  **Extra Day:** Employees who use no sick leave during an entire leave calendar year, shall earn one extra personal day in the following leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** At agency’s discretion  **Maximum Carryover:** None  Days not used can be used in first seven pay periods of next year; any remaining carryover is lost  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, foster child, parent, brother or sister of the employee  **Sick Bereavement:** Up to 5 days per leave calendar year for death of husband, wife, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of foster child, brother, step-brother, sister, step-sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, or any relative residing in the employee's household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, foster child, step-child, or parent of the employee or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (13 days maximum) | |
| **Holiday** | 1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran's Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day after Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster  For specific requirements to use this absence type, consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |

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| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA/SPF Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **UNPAID ABSENCES** | |
| **Sick, Parental, and Family Care Absence (SPF)** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the SPF absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to six months per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other SPF leave types. All paid sick leave used reduces the entitlement to unpaid absence.  [FMLA/SPF Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Sick, Parental, and Family Care Absence (ESPF)** | **Entitlement:** Upon expiration of SPF absence with benefits, an employee may request an additional period of up to six continuous months of extended SPF absence without benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, personal, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes SPF absences. All accrued annual, personal, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **PSEA** | S4 | 7/1/2019 – 6/30/2023 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-3 years = 4.62% (12 days)  3-15 years = 7.70% (20 days)  15-25 years = 9.62% (25 days)  >25 years = 11.93% (31 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2011  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion.  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, grandchild, parent, step-parent, brother or sister of the employee  **Sick Bereavement:** Up to 5 days per leave calendar year for death of parent, spouse, child, brother, sister, step-parent, or step-child  Up to 3 days per leave calendar year for death of grandparent, step-grandparent, grandchild, foster child, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-grandchild, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, or any other near relative who resides in the same household any person with whom the employee has made his/her home  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent of the employee, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (11 days maximum) | |
| **Holiday** | Holidays falling on Saturday are granted on Friday; holidays falling on Sunday are granted on Monday  1. New Year's Day 6. Labor Day  2. Martin Luther King Jr. B-day 7. Columbus Day  3. President's Day 8. Veteran's Day  4. Memorial Day 9. Thanksgiving Day  5. Independence Day 10. Christmas Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster; Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor  For specific requirements to use this absence type, consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) | |

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| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes SPF absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **PDA** | T4  T5 (supervisors) | 7/1/2016 – 6/30/2019 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-1 years = 5.39% (14 days)  1-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) - ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2012  **Extra Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire leave calendar year shall earn one extra annual day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** After 1 year of service since most recent date of hire  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Vacation Selection Period:**  January 1 to March 31  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, parent, brother, or sister of the employeer  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, step-parent, child, or step-child of employee  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, foster child, step-sister, step-brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent of the employee, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (13 days maximum) | |
| **Holiday** | Holidays falling on Saturday are granted on Friday; holidays falling on Sunday are granted on Monday  1. New Year's Day 6. Labor Day  2. Martin Luther King Jr. B-day 7. Columbus Day  3. President's Day 8. Veteran's Day  4. Memorial Day 9. Thanksgiving Day  5. Independence Day 10. Christmas Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  For specific requirements to use this absence type, consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) | |

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| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes SPF absence. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **PUC Attorneys** | Z4 | 7/1/2016 – 6/30/2019 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  0-3 years = 4.24% (11 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2011  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** After 1 year of service since most recent date of hire  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, parent, brother, or sister  **Sick Bereavement:** Up to 5 days per leave calendar year for death of husband, wife, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, step-brother, step-sister, foster child or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent of the employee, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (13 days maximum) | |
| **Holiday** | Holidays falling on Saturday are granted on Friday; holidays falling on Sunday are granted on Monday  1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran's Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day after Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster; Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor  For specific requirements to use this absence type, consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |
| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) | |

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| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types, unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes SPF absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **SEIU Local 668 (formerly PSSU)** | F1, F4  F2, F5 (supervisors) | 7/1/2019 – 6/30/2023 |
| **PAID ABSENCES** | | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid  0-3 years = 4.24% (11 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days) – ONLY APPLIES TO EMPLOYEES HIRED PRIOR TO 7/1/2011  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** Permanent employees with less than 1 year of service may anticipate up to one day (7.5/8.0 hours) at agency discretion.  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Payout:** Upon separation all earned, unused absence quota is paid | |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  4.24% (11 days)  **Anticipation:**  After 1 year of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, step-child, child, foster child, grandchild, parent, step-parent, brother or sister of the employee  **Sick Bereavement:** Up to 5 days per leave calendar year for death of spouse, parent, stepparent, child, or stepchild  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, foster child, step-sister, step-brother or any relative residing in the employee's household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child or parent of the employee or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (11 days maximum) | |
| **Holiday** | Holidays falling on Saturday are granted on Friday; holidays falling on Sunday are granted on Monday  1. New Year's Day 7. Columbus Day  2. Martin Luther King Jr. B-day 8. Veteran's Day  3. President's Day 9. Thanksgiving Day  4. Memorial Day 10. Day after Thanksgiving  5. Independence Day 11. Christmas Day  6. Labor Day | |
| **Civil** | Civil or criminal court for non-voluntary jury duty and witnesses when subpoenaed and not a party  Certain administrative proceedings; consult with your human resource office  Firefighting, fire police, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster; Certified Red Cross disaster relief volunteers during a state of emergency declared by the Governor  For specific requirements to use this absence type, consult with your human resource office | |
| **Military** | Pa National Guard – 15 paid days per leave calendar year  U.S. Military Reserve – Training duty only, 15 paid days per leave calendar year  Other paid absence may be available. Contact the HR Service Center. | |

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| **Parental Leave** | For the birth, new adoption or foster care placement of a child (known as the “qualifying event”) that occurs on or after October 15, 2020.  **Eligibility**: Permanent full- or part-time employees who are eligible for leave under the Family and Medical Leave Act (FMLA) and have been continuously employed by the commonwealth for twelve (12) months immediately preceding the qualifying event and have worked at least 1,250 hours (900 hours for part-time employees) during the previous 12-month period.  **Entitlement**: Eligible employees may use up to six (6) weeks of paid parental leave for a qualifying event. This leave counts towards the overall twelve (12) week FMLA entitlement, and the absence must begin and end within six (6) months of the qualifying event. Paid parental leave is not deducted from an employee’s sick or annual leave balances.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **UNPAID ABSENCES** | |
| **Family and Medical Leave Act (FMLA) Absence** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the FMLA absence for an employee’s own serious health condition, the serious health condition of a family member, or for the birth, adoption, or foster care placement of a child.  **Entitlement:** A combined total of up to 12 weeks per rolling 12-month period, which includes military exigency absences. Leave may be taken intermittently for the first 12 weeks, after which it must be only for a continuous period. All applicable accrued paid sick leave must be used prior to other FMLA leave types; unless a request to retain up to 10 days of sick is received. All paid leave used reduces the entitlement to unpaid absence.  [FMLA Frequently Asked Questions](https://www.hrm.oa.pa.gov/Leave/forms/Documents/FMLA/FMLA-faqs.doc) |
| **Extended Leave Without Pay (LWOP)** | **Entitlement:** Upon expiration of FMLA absence with benefits, an employee may request an additional period of up to nine continuous months of extended LWOP absence. The first 91 calendar days are with benefits. |
| **Military Caregiver** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military caregiver absence.  **Entitlement:** 26 weeks in a single 12-month period. All accrued sick family, additional sick family, annual, compensatory, and holiday absence quota must be used prior to using military caregiver absence. |
| **Military Exigency** | **Eligibility:** Available after one year of service if an employee has worked at least 1,250 hours prior to the start of the military exigency absence.  **Entitlement:**  A combined total of up to 12 weeks per rolling 12-month period, which includes FMLA absences. All accrued annual, compensatory, and holiday absence quota must be used prior to using military exigency absence. |
| **Military** | **Entitlement:** Up to a cumulative career total of five years plus any involuntary service during wartime or national emergency, usually without benefits. |

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| **MANAGEMENT**  **NON-REPRESENTED** | A3, A8, B3, C3, D3, F3, G3, H3, J3, K3, N3, P3, R3, S3, T3, Z3  Employees in 99, L3, M3, and M8 (same as M2) have slightly different entitlements  A5, B5, S5 (non-represented) |
| **PAID ABSENCES** | |
| **Annual/Combined** | **Accrual:** Accrues based on regular hours paid  0-3 years = 5.39% (14 days)  3-15 years = 7.32% (19 days)  15-25 years = 9.24% (24 days)  >25 years = 11.55% (30 days)  **Extra ½ Day:** Employees who have more than one year of service since their most recent date of hire and use no sick leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. No sick excludes sick bereavement leave.  **Anticipation:** After 30 calendar days of service since most recent date of hire.  **Maximum Carryover:** 45 days  Amounts above the maximum can be used in first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).  **Payout:** Upon separation all earned, unused absence quota is paid |
| **Sick** | **Accrual:** Accrues based on regular hours paid; not available for use until after 30 days of service  5.00% (13 days per leave calendar year)  **Anticipation:** After 30 calendar days of service since most recent date of hire  **Maximum Carryover:** 300 days  Amounts above the maximum are lost at end of leave calendar year  **Sick Family:** 5 days per leave calendar year for illness of husband, wife, child, step-child, foster child, grandchild, parent, step-parent, brother, or sister  **Sick Bereavement:** Up to 5 days per leave calendar year for death of husband, wife, parent, step-parent, child, or step-child  Up to 3 days per leave calendar year for death of brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, niece, nephew, step-brother, step-sister, foster child, or any relative residing in the employee’s household  **Additional Sick Family:** Requires one year of service; available only for serious health conditions after 20 full days of absence for husband, wife, child, step-child, foster child, parent of the employee, or any other person qualifying as a dependent under IRS eligibility criteria; entitlement based on years of service  1-3 years = 7 days  3-15 years = 15 days  15-25 years = 20 days  >25 years = 26 days  **Payout:** Earned, unused absence quota is paid in accordance with the schedule below only upon qualifying retirement or death which includes superannuation age retirement with 5 years; disability retirement with 5 years; retirement with 25 years; or death with 7 years  0-100 days = 30% of actual value (30 days maximum)  101-200 days = 40% of actual value (80 days maximum)  201-300 days = 50% of actual value (150 days maximum)  300+ days in last year of employment = 100% of days over 300 (13 days maximum) |
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