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

**2020 Quota Extension Deadlines Changed**

* Information regarding a change to the 2020 quota extension deadlines.

**Annual** – Employees who had greater than 45 days of annual leave at the end of the 2019 leave calendar year were given until the last full pay period in December 2020 to use the excess annual quota. As a result of the ongoing COVID-19 pandemic and the decision to extend the deadline through the end of the 7th pay period in 2021 (April 9, 2021, April 16, 2021 and April 17, 2021) depending on an employee's pay cycle), a change to the 2020 quota extension end dates was needed. Recently, the 2020 quota extension end dates were changed from the last full pay period in December 2020 to the end of the 2020 leave calendar year so that current SAP configuration will move the unused 2019 annual extension quota to the 2021 annual extension quota. Any excess 2020 annual quota will also be added to the 2021 annual extension quota.

|  |  |  |  |
| --- | --- | --- | --- |
| Payroll Area | Original Extension End Date | Revised 2020 Extension End Date | 2021 Extension End Date |
| T3/Z3 | 4/10/2020 | 1/1/2021 | 4/9/2021 |
| T2/Z2 | 4/17/2020 | 1/8/2021 | 4/16/2021 |
| Z1 | 4/18/2020 | 1/9/2021 | 4/17/2021 |

   
If the quota is not used on or before the above-referenced dates, and if applicable, will be converted to sick quota or forfeited if an employee has reached the maximum carryover for sick leave quota (300\* days).

**Personal (PSP – BU L1 and DCNR – BU R4 only)** -

Employees who did not use their 2019 personal quota by the end of the 2019 leave calendar year were given until the last full pay period in December 2020 to use the excess personal quota. As a result of the ongoing COVID-19 pandemic and the decision to extend the deadline through the end of the 7th pay period in 2021 (April 9, 2021 and April 16, 2021) depending on an employee's pay cycle), a change to the 2020 quota extension end dates was needed. Recently, the 2020 quota extension end dates were changed from the last full pay period in December 2020 to the end of the 2020 leave calendar year so that current SAP configuration will move the unused 2019 personal extension quota to the 2021 personal extension quota. Any excess 2020 personal quota will also be added to the 2021 personal extension quota.

**Holiday (PLCB Only)** -

Employees who did not use their 2019 holiday quota by the end of the 2019 calendar year were given until the last full pay period in December 2020 to use the excess holiday quota. As a result of the ongoing COVID-19 pandemic and the decision to extend the deadline through the end of the 7th pay period in 2021 (April 16, 2021), a change to the 2020 quota extension end date was needed. Recently, the 2020 quota extension end date was changed from the last full pay period in December 2020 to December 31, 2020 so that current SAP configuration will move the unused holiday extension quota to 2021.

Time Services will ensure that any absences requested for use between the end of the 25th pay period and the end of the employee’s leave calendar year are resaved to deduct from the extension quota.

**Questions?**

**Policy** - please email [ra-oaleave@pa.gov](mailto:ra-oaleave@pa.gov)

**Systems** - please submit an [HR help desk ticket](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.