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

**SAP Updated to Reflect 7/1/2019 through 6/30/2023 Time Contract Changes for NARC (Attorney General Only)**

* Information regarding updates to SAP to reflect 7/1/2019 through 6/30/2023 time contract changes for NARC (BU G9)

SAP configuration involving absences, quota and accrual has been updated with the contract changes for NARC for the contract period of 7/1/2019 through 6/30/2023. Following is an explanation of the changes.

**Sick**

Effective 7/1/2019, grandchildren and stepparent have been added to the definition of immediate family for the purposes of sick family leave.

Effective 7/1/2019, niece and nephew have been added to the definition of immediate family for the purpose of the three-day sick bereavement leave benefit.

**Family and Medical Leave Act (FMLA)**

Effective with the beginning of the 2020 leave calendar year, the six-month entitlement to sick, parental, family care and military exigency leave was reduced from six months to 12. An extension of up to nine months may be granted, the first 13 weeks with benefits (91 calendar days) and the remainder of the extension without benefits.

The following reason codes are available in the FMLA Workbench (ZH\_PTFMLA\_GUI):

* FMLA 12 Week Employee Serious Health Condition
* FMLA 12 Week Parental
* FMLA 12 Week Family Member Serious Health Cond
* FMLA 12 Week Military Exigency
* FMLA 12 Week Military Caregiver
* Extended – Employee Serious Health Condition
* Extended – Parental
* Extended – Family Member Serious Health Condition

**Questions?**
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call for time support at 877.242.6007, Option 2.