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

**SAP Updated to Reflect 7/1/2023 through 6/30/2027 Time Contract Changes for the Commonwealth Bar Association (PUC Only)**

* Information regarding updates to SAP to reflect 7/1/2023 through 6/30/2027 time contract changes for the Commonwealth Bar Association (Z4)

SAP configuration involving absences and quotas has been updated with the contract changes for the Commonwealth Bar Association for the contract period of 7/1/2023 through 6/30/2027. The following is an explanation of the changes.

**Sick**

Effective 7/1/2023, employees with less than one year of service since their most recent date of hire/rehire (IT0041, STy Z2) will be able to anticipate up to three days (22.5/24.0 hours) of sick leave to which they become entitled during their first year of employment.

**Holiday**

Beginning in calendar year 2024, Columbus Day will be recognized as “Indigenous People’s Day”.

**Annual Leave Sell-Back**

Beginning in January 2025, employees will be permitted to sell-back up to three (3) days of accrued annual leave once per year. Additional guidance will be forthcoming closer to the date of implementation.

**Questions?**

Policy related questions should be directed to [ra-oaleave@pa.gov](mailto:ra-oaleave@pa.gov).

System related questions should be directed to the HR Service Center, Time Services team. Timekeepers and field time advisors should direct any questions related to this alert to their central agency time advisor. Central agency time advisors may submit questions via an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the **Time** category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.