**Time Alert 2006-20 Clarification - 08/18/2006** (Revised – see below)

PERMANENT PART-TIME T4 AND T5 PHYSICIANS & HOLIDAY QUOTA (DPW, L & I, AND DEPT. OF CORRECTIONS ONLY).  This is to reiterate that permanent part-time T4 and T5 physicians that overused***2006 holiday quota*** as a result of the retroactive holiday configuration change are not required to make restitution.  ***Unused (positive)*** holiday quota as well as ***overused (negative)*** holiday quota can be carried over into the 2007 calendar year.  If an employee already made restitution by changing a holiday absence to another paid absence and LWOP was not used to offset the negative holiday quota, the restitution can stand.

Holiday Carryover Procedures:  Time Advisors are responsible for entering manual quota corrections at the end of the calendar year.

***Positive*** *holiday quota carryover* – Reduce the holiday quota for 2006 (to zero out the remaining amount) using effective date 12/31/2006 and increase the 2007 holiday quota using effective date 1/1/2007.  Don’t forget to include text.

***Negative*** *holiday quota carryover* – Increase the holiday quota for 2006 (to zero out the remaining amount) using effective date 12/31/2006 and reduce the 2007 holiday quota using effective date 1/1/2007.  Don’t forget to include text.

NOTE:  Unused (positive) holiday quota as well as overused (negative) holiday quota for calendar year 2004 and 2005 will not be carried over, nor will employees be required to make restitution for the overused 2004 & 2005 holiday quotas.

Questions regarding this alert should be directed to Susan Doyle (sdoyle@pa.gov), Betty McCloskey (bmccloskey@pa.gov) or Sheila Barder (sbarder@pa.gov).

**Time Alert 2006-20 - 07/25/2006 (Revision in Green)**

PERMANENT PART-TIME T4 AND T5 PHYSICIANS & HOLIDAY QUOTA (DPW, L & I, AND DEPT. OF CORRECTIONS ONLY).  This is to notify affected agencies of a recent configuration change involving holiday quota for permanent part-time “T4” and “T5” employees.  The configuration change was completed on Monday 7/17/06; however the effective date of the configuration change was 1/1/06.  Prior to this configuration change, holiday quota for permanent part-time “T4” and “T5” employees was generated at the beginning of each calendar year and agencies were required to enter manual quota corrections to remove the holiday quota that generated at the beginning of the year and add holiday quota as it was earned.  SAP will now generate 7.50 hours of holiday quota for each 195 hours of active pay status, other than “on call” time.  Time type “6303” was created and will be used to track the 195 hours threshold needed to earn 7.50 hours of holiday quota.  **The accumulated hours towards the 195 hour threshold that remain at the end of each calendar year will automatically carry over to the next year.**  This time type will zero out **each time the 195 hour threshold is met and** at the time of separation.  As part of the configuration change, each employee had a bucket loaded (time type “6303” on IT2012) with the threshold carryover amount of hours.  The calculation of the hours (each 195 hour threshold period) to load began with zero on 1/1/04.

Note:  Agencies will still be required to enter quota corrections at the end of each calendar year and the beginning of each calendar year to remove and increase holiday carryover quota as appropriate.

Affected employee records have been reviewed to confirm accuracy of the 2006 holiday quota.  In some cases, quota corrections (IT2013) records and/or time transfer specifications (IT2012) “QHOL” records with “2006” effective dates were no longer required as a result of the configuration change and therefore were deleted.  In addition, because the configuration change was entered retroactively, some employees may have used 2006 holiday quota for which they have not yet earned.  In this case, we are not requiring employees to make restitution now.  Rather, we are hopeful that these employees will work enough hours between now and the end of the calendar year to earn the holiday quota that they have already used.

To eliminate any confusion regarding the term “on call” in Article 5 – Holiday, Section 7, we have included definitions taken from the PDA Agreement/Memoranda date 7/1/05 – 6/30-09 at the bottom of this alert.  Basically:

* “On call” time in the PDA Agreement/Memoranda should be interpreted the same as “standby time” in the AFSCME contract and coded as “T5”.
* “Emergency duty” in the PDA Agreement/Memoranda should be interpreted the same as “call time” in the AFSCME contract.  Although, there is an attendance code “CT” which is to be used to document “call time”, we are asking agencies to code “emergency duty” for T4 and T5 employees as “T1” and not “CT”.

Questions regarding this alert should be directed to Susan Doyle (sdoyle@pa.gov), Betty McCloskey (bmccloskey@pa.gov) or Sheila Barder (sbarder@pa.gov).

EXCERPTS FROM PDA Agreement/Memoranda (7/1/05 – 6/30/09) follow:

*Section 14.  An employee who is “ON CALL” is required to leave a phone number with the institution/university where he/she can be reached and be available for service at the institution/university within 20 minutes after a telephone call.  Employees who are scheduled for “on call” shall, at the employee’s discretion, either be paid 25% of their base hourly rate for such “on call” time or receive compensatory time equivalent to 25% of such “on call” time; provided, however, the scheduling of compensatory time does not interfere with the maintenance of efficient operations and/or adequate staff coverage at an institution/university.  If compensatory time cannot be scheduled within ninety calendar days after it is earned because of the need to maintain efficient operations and or adequate staff coverage, the employee shall be paid for such “on call” time in accordance with the preceding ratio in this Section in lieu of compensatory time.  For purpose of computing the base hourly rate for part-time employees “on call”, the provisions of Section 16.e. below shall be utilized.  An employee is not considered to be “on call” during the period he/she is being paid for “emergency duty”.*

*Section 15.  “EMERGENCY DUTY” occurs when an employee is called to an institution/university for service during the time he/she is “on call” or at other times outside of his/her scheduled hours of work.  “Emergency duty” shall begin when the employee arrives at the institution/university and end when an employee leaves the institution/university.  An employee will be paid his/her base hourly rate for “emergency duty”.  The base hourly rate for part-time employees will be determined in accordance with the provisions of Section 16.e. below.  An employee on “emergency duty” shall be paid for a minimum of three hours but there shall be no duplication of pay for the same time period.*