

STATE OF MAINE
DEPARTMENT OF PERSONNEL

September 17, 1980

PERSONNEL MEMORANDUM 18-80

TO: All Department/Agency Heads/Personnel Officers

SUBJECT: Decentralization of Processing of Leaves and Separations

Effective September 22, 1980, the following personnel actions will be sent directly with the computer payroll authorization to Accounts and Control.

- 51 - Begin Military Leave of Absence (not 17-day annual
Military Leave)
- 52 - Return from Military Leave of Absence (same as above).
- 53 - Begin Leave of Absence
- 54 - Extended Leave of Absence
- 55 - Return from Leave of Absence
- 58 - Enter Workmen's Compensation Leave
- 74 - Begin Personal Leave of Absence
- 75 - Begin Maternity Leave of Absence
- 83 - Begin Educational Leave of Absence with Pay
- 85 - Begin Educational Leave of Absence without Pay
- 88 - Begin Educational Leave of Absence with Pay and Expenses
- 61 - Termination of Assignment
- 62 - Layoff with Status
- 65 - Resigned
- 66 - Left without Notice (No Reemployment Rights are Allowed)
- 68 - Deceased
- 69 - Retired
- 70 - Transfer to another Agency
- 71 - Disability Retirement
- 72 - Dismissed without prejudice (No reemployment rights are
allowed)
- 73 - Layoff from Seasonal Position
- 76 - Resigned while on Layoff

Accounts and Control will process the leave or separation in the usual manner. This decentralized process will allow agencies to initiate personnel actions directly to payroll with the change to the Personnel Computer Employee File to be made after the action has transpired.

This should speed up the processing of all these actions and improve the accuracy of the Employee and Employee History Files.

Accounts and Control will forward Page 1 to the Personnel Department; Page 2 to the State Retirement System; Page 3 will be maintained by the Controller; and Page 4 will be sent to the Personnel Department. The action will be entered into the computer and anniversary dates and other Personnel data will be verified or computed. Copy No. 4 will be returned to the agency as soon as possible. The normal computer process of generation of the five-part Turnaround for your use will continue.

JADINE R. O'BRIEN
COMMISSIONER