

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

September 24, 1991

HUMAN RESOURCES MEMORANDUM 32-91

TO: All Personnel Officers, Directors of
Administrative Services, Payroll Managers

SUBJECT: Implementing Time Off Without Pay for MSEA and
Confidential Employees

The purpose of this memorandum is to instruct agencies of the processing and record keeping requirements for time off without pay necessary to fund general increases for MSEA and confidential employees.

Employees in all MSEA bargaining units and confidential employees will be required to take days off without pay. Some of the days off without pay will be in conjunction with the closure of Government offices. Other days off without pay are "discretionary" in that they are scheduled between the employee and management.

SECTION I: CLOSURES OF GOVERNMENT OFFICES
(Special Pay 19, SHUTDOWN)

Government offices will be closed on the days listed below. These days were selected because they all are connected to a holiday and will give employees a number of holiday periods with extended time off. All employees must take these days off without pay.

<u>FY 91/92 (6 days)</u>	<u>Associated Holiday</u>
November 12	Veteran's Day
December 24	Christmas
January 21	Martin Luther King
February 18	Washington's B'Day
April 21	Patriot's Day
May 26	Memorial Day

<u>FY 92/93 (9 days)</u>	<u>Associated Holiday</u>
September 8	Labor Day
October 13	Columbus Day
November 12	Veteran's Day
December 24	Christmas
January 4	New Year's Day
January 19	Martin Luther King
February 16	Washington's B'Day
April 20	Patriot's Day
June 1	Memorial Day

These days will be processed using Special Pay 19, SHUTDOWN.

SHUTDOWN pay transactions will be generated automatically for all MSEA and confidential employees for the pay periods in which these days fall.

The entries may be viewed or deleted on the UTRU1 screen. Additional entries or changes must be entered using the normal T&A screen (HUEUS). A report of all automatically generated transactions will be provided.

Full time employees will be processed for 8 hours of SHUTDOWN pay for the pay periods in which these holidays fall. Time off for part-time employees will be based on 1/10th of the authorized biweekly position hours.

A: Tracking SHUTDOWN Usage

Exception reports will be generated immediately following payroll processing for pay periods in which these days fall. These reports will list all employees who have not been processed for a SHUTDOWN day during the pay period.

B: Summary of Rules for Usage of SHUTDOWN Time

Even though all Government offices will be closed, it may be necessary for some employees to work these days. Essential Employees who work these days must take a SHUTDOWN day during the pay period within which these days fall, or if that is not possible to schedule, no later than the following pay period.

All SHUTDOWN time counts as time worked when calculating overtime.

**SECTION II: DISCRETIONARY TIME OFF
(Special Pay 10, TEMPOFF)**

In addition to time off when Government offices are closed down, employees must take additional discretionary days off without pay.

A: Annual Obligation

Discretionary days off without pay are summarized by administrative unit below:

Admin units A, B, E, F and Y: 11 days in FY 91/92
8 days in FY 92/93

Admin units D, H, and X: 21 days in FY 91/92
21 days in FY 92/93

For the purpose of determining an employee's annual obligation, a "day" equals 1/10 bi-weekly hours, not to exceed 8.

B: Recording Annual Discretionary Hours Targets on MFASIS

The number of hours that each employee must take off as discretionary time will be recorded in the employee masterfile. A new field (TIME OFF TARGET HOURS) will be added to the HOBUE6 screen for this purpose.

This field will be updated automatically by October 21, 1991 for FY 1992 and at the beginning of July for FY 1993.

Reports will be generated listing all employees for whom this field has been automatically updated and employees for whom this field cannot be automatically updated.

Reports and instructions for their use will be sent to agencies in late October.

Update access for this field will be available for agencies to correct the hours that will automatically be loaded, or to change hours whenever discretionary hours must be prorated.

C: Prorating Annual Obligation

An employee's annual obligation for discretionary time off will change under certain employment conditions. Whenever conditions require a change to an employee's annual obligation, agencies must communicate the change to the employee and make a change to the employee's masterfile record.

Discretionary time that an employee must take off during the fiscal year must be prorated when:

1. The employee enters or returns to active employment status after July 1, 1991, except for return from unpaid leaves under the Voluntary Cost Savings Program.
2. The employee's position hours change, except for reduced hours under the Voluntary Cost Savings Program.
3. The employee is removed from redline status.
4. The employee promotes or transfers into a position in a different administrative unit during the fiscal year and the administrative units involved require different numbers of discretionary days off.

D: Calculating and Recording Prorated Hours

Agencies must complete Form PER 110, "Discretionary Hours Worksheet FY 1991-1992", whenever employment conditions change. Agencies must update the TIME OFF TARGET HOURS field on the HOBUE6 screen every time hours are recalculated on PER 110.

Submit the white copy of Form 110 to this Bureau as supporting documentation for masterfile changes. All time must be rounded to the nearest hour.

Initial supplies of PER 110 will be sent to all agencies. Contact the Bureau of Human Resources for additional copies.

E: Payroll Processing Instructions

All discretionary time off must be processed using Special Pay 10, TEMPOFF, through time and attendance transactions.

F: Tracking Usage of Discretionary Time Off

All Employees must work toward their yearly commitment of discretionary days off by meeting certain targets throughout the year.

Tables are attached to this memorandum that list total days required, the minimum number of days that must be taken by certain target dates, and the maximum number of days that can be carried forward beyond those target days.

These intermediate requirements must be changed whenever an employee's discretionary days are prorated.

Form PER 111 (copy attached) may be used by agencies to calculate these changes and to communicate these requirements to employees. This form may be reproduced locally to meet agency needs. **NOTE:** All MFASIS tracking and reporting will calculate intermediate requirements consistent with Form PER 111.

Reports will be sent to agencies to assist in managing discretionary time off. MFASIS will compare Year-to-date usage of TEMPOFF hours to TIME OFF TARGET HOURS (HOBUE), automatically calculate intermediate targets, and report all employees with balances due by the closest intermediate target date (January 1, April 1, or June 1). These reports will be sent to agencies on a biweekly basis beginning November 8th.

G: Summary of Rules for Usage of Discretionary Time

Employees holding more than one position simultaneously will have target hours calculated for each position and time off will be tracked for each position individually.

All days off without pay due to the closure of Government in July will be credited toward the discretionary days off.

Example: A supervisory employee must take 21 "discretionary" days off this year. If a supervisory employee did not work five days in July due to the closures of Government, the employee must take 16 more days off without pay this year. (the five days in July count as discretionary days taken for the year).

Discretionary time off does not count as time worked for overtime calculations.

All time off under any Voluntary Cost Savings Program for this fiscal year will be treated as if the employee were actively on the payroll. **No credit or proration will be given or made due to an employee's participation in the voluntary cost savings program.**

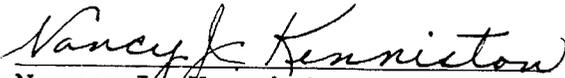
H: Vacation Accrual for Confidential Employees

Maximum vacation accumulation limits for confidential employees will be waived until December 31, 1994. No vacation credits in excess of the maximum accumulation may be carried forward to 1995. In the event that a confidential terminates employment or transfers between departments, cash compensation for accumulated vacation cannot exceed maximum accumulations limits.

SECTION III: Implementation Assistance

Please address all questions concerning the implementation instructions contained in this memorandum to the Bureau of Human Resources. Questions and answers will be published and sent to all agencies as needed.

All questions concerning interpretation and application of the agreements with the Maine State Employees Association should be addressed to the Bureau of Employee Relations.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachments

TABLES OF DISCRETIONARY TIME OFF REQUIREMENTS

TABLE 1: FISCAL YEAR 1991/92

<u>Units</u>	<u>Days</u>	<u>INTERMEDIATE TARGETS</u>		
		<u>Dates</u>	<u>Days Taken</u>	<u>Carry Forward</u>
A, B, E F, Y	11	Jan 1	5 days	6 days
		Apr 1	8 days	3 days
		Jun 1	11 days	0 days
D, H, X	21	Jan 1	9 days	12 days
		Apr 1	15 days	6 days
		Jun 1	21 days	0 days

TABLE 2: FISCAL YEAR 1992/93

<u>Units</u>	<u>Days</u>	<u>INTERMEDIATE TARGETS</u>		
		<u>Dates</u>	<u>Days Taken</u>	<u>Carry Forward</u>
A, B, E F, Y	8	Oct 1	2 days	6 days
		Jan 1	4 days	4 days
		Apr 1	6 days	2 days
		Jun 1	8 days	0 days
D, H, X	21	Oct 1	6 days	15 days
		Jan 1	11 days	10 days
		Apr 1	16 days	5 days
		Jun 1	21 days	0 days

NOTE: The number of days an employee must take by the intermediate target dates listed in these tables will change whenever the total annual hours must be prorated on Form PER 110. Form PER 111 may be used to calculate new intermediate targets and to communicate these targets to employees.

All discretionary days off without pay for confidential employees may be taken in 4 or 8 hour increments; however agency heads are authorized to schedule time off in other increments that better meet operational needs. Care must be taken to ensure that no employee becomes eligible for unemployment compensation due to excessive time off without pay during a work week.

Agencies are advised to refer to Bureau of Employee Relations publications for complete information on scheduling time off for bargaining unit employees.

State of Maine
 Bureau of Human Resources
 Time Off Requirements Worksheet

Use this worksheet to determine the number of Discretionary Hours Employees must take off by January, April, and June target dates.

Employee Name	Employee Number
Processing Company Name	Processing Company Number

Enter the Total Target Hours for the Fiscal year (see Box 6 on the Discretionary Hours worksheet - PER 110)		(1) <input type="text"/>
Enter Employee Work Day in Hours (see Box 1 on the Discretionary Hours worksheet - PER 110)		(2) <input type="text"/>

<u>JANUARY TARGET</u>		
Administrative Units A, B, E, F, or Y	(3A) <input type="text" value="6"/>	
Administrative Units D, H, or X	(3B) <input type="text" value="12"/>	
Enter the appropriate value from 3A or 3B	(3C) <input type="text"/>	
Box 1 minus (Box 2 times Box 3C) equals the maximum Balance allowed by January 1, 1992.		(3) <input type="text"/>

<u>APRIL TARGET</u>		
Administrative Units A, B, E, F, or Y	(4A) <input type="text" value="3"/>	
Administrative Units D, H, or X	(4B) <input type="text" value="6"/>	
Enter the appropriate value from 4A or 4B	(4C) <input type="text"/>	
Box 1 minus (Box 2 times Box 4C) equals the maximum Balance allowed by April 1, 1992.		(4) <input type="text"/>

<u>JUNE TARGET</u>		
All Hours must be taken by June 1, 1992		

Prepared by	Date
-------------	------