

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

September 7, 1993

HUMAN RESOURCES MEMORANDUM 18-93

TO: Agency Heads, Personnel Managers, Directors of
Administrative Services

SUBJECT: Processing Instructions for Time Off Without Pay under
the Maine Government State Family/Medical Leave Policy

The purpose of this memorandum is to provide processing instructions for full and partial unpaid family/medical leaves, taken under the State Family and Medical Leave Policy for Employees of Maine State Government (MSGFML).

Full Unpaid Leave

Before granting unpaid family/medical leave, ensure that all paid leave that an employee may be obligated to take in accordance with the MSGFML policy has been taken. If the employee requests and is entitled to unpaid leave, determine the number of hours for which the employee is entitled. Use this information to set begin/end dates for unpaid leave.

Process the unpaid leave, using the following new codes:

Screen	Field	Codes
H0BU6	Leave Reason	A - Family/Medical Unpaid Leave
UH1U1	Action Taken	U - Family/Medical Unpaid Leave

HRP Comments

Indicate the reason for the leave and the number of hours that were taken in the form of paid leave prior to the beginning of unpaid leave in the comments section of the HRP. Place the leave reason first, followed by the number of hours of sick, vacation compensatory time, and/or personal days used.

Choose from one of the following reasons for leave:

Medical/Employee (Employee's own serious health condition)
Medical/Family (Family member's serious health condition)
Birth (Birth and first year care)
Child Placement (Placement of child for adoption or foster care)

As example, the HRP comments section for an employee who is taking leave due to a personal illness and has taken 60 hours of sick time, 24 hours of vacation time, and no hours of compensatory time and no personal days off under the MSGFML policy would look like this:

Medical/Employee - 60 sick,
24 vac, 0 comp, 0 pers

NOTE: Agencies must complete a Form 108A, "Continuation of Benefits Coverage" when an employee begins an unpaid family/medical leave. Complete the section for unpaid leave of absence and indicate "Family/Medical" as the type of leave to be taken. This form, plus the printed HRP, will serve as notice to benefits providers to continue benefits in accordance with the MSGFML policy.

Partial Unpaid Leave (Pay #43, FAMMEDLV)

Employees may take sporadic, intermittent or scheduled hours off during a pay period. When an employee remains on the payroll, but takes some hours off in accordance with the MSGFML policy, such hours off the payroll will be processed with a new special pay (Pay #43, FAMMEDLV).

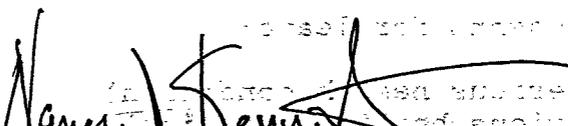
Processing time off the payroll will be identical to the processing for TEMPOFF hours (fully burdened rate minus shift pay). This new pay type will be available for use on September 13.

Care must be taken to ensure that an employee does not exceed the number of hours off without pay to which the employee is entitled for a calendar year under the MSGFML policy. Before granting sporadic, intermittent or scheduled hours off, ensure that all paid leave that an employee chooses to take or may be obligated to take in accordance with the MSGFML policy has been taken. Adjust the twelve week hourly equivalent down by the number of paid leave hours taken. FAMMEDLV hours may not exceed this entitlement.

Assistance

Address any questions or requests for assistance to this Bureau, to the attention of Freeman Wood, telephone 7-4432.

Thank you.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES