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Deputy Commissioner

TO: AGENCY PERSONNEL ADMINISTRATORS

DT: May 1, 2001

RE: General Letter No. 30 Revised - Impact on an Employee's Personal Leave Time Following a Change in Employment Type

This General Letter is to notify you of a change in the information provided within General Letter No. 30 dated August 15, 2000. Specifically, Example B and Example D have changed to pro-rate the number of Personal Leave hours an employee has used prior to the effective date of a change in employment status based on the employee's schedule at the time the Personal Leave was taken. We believe this is a more equitable method of calculation for this type of situation.

We have repeated all of the other information contained within the General Letter No. 30 (as well as the change to the above-referenced example) so that you and your staff may rely on this one document for the procedure to follow when an employee changes from full-time to part-time employment or vice versa. **Note:** Unless specifically stated, all examples contained within this letter assume part-time employment equals a work schedule of at least 20 hours per week. This letter is not intended to address eligibility to use Personal Leave. For this information, refer to General Letter No. 102 (rev. March 15, 2000), collective bargaining agreements and the Manager's Guide.

SCENARIO #1

When an employee changes from full-time employment to part-time employment, his/her Personal Leave balances must be adjusted to reflect an amount equal to three (3) days of Personal Leave for that calendar year. **This adjustment shall be effective the date of the schedule change and shall take into consideration the schedule the employee was working at the time the Personal Leave was used as well as the new work schedule.**

- Example A:
If the employee has moved from a 40-hour workweek to a 25-hour workweek, and had not used any Personal Leave time prior to this change, his/her Personal Leave would be adjusted from three (3) 8-hour days to three (3) 5-hour days or from 24 hours to 15 hours.
- Example B:
If the employee had used Personal Leave time prior to the schedule change, the Personal Leave balance must be adjusted so that the employee would not exceed three (3) days of Personal Leave in a calendar year. Using the same schedules as

above, but assuming the employee has used 4 hours of Personal Leave: the employee's Personal Leave balance must be adjusted from 20 hours to 12.5 hours. Calculate: $24 - 4$ hours (or one-half day based on an 8-hour day) used prior to schedule change = 20 hours; $15 - 2.5$ hours (or one-half day based on a 5-hour day) used prior to schedule change = 12.5 hours. If an employee used a full day (8 hours) prior to the schedule change, his/her balance should be adjusted to reflect a full day used based on the new schedule (or 5 hours).

SCENARIO #2

When an employee changes from part-time employment to full-time employment, his/her Personal Leave balances must be adjusted to reflect an amount equal to three (3) days of Personal Leave for that calendar year. **This adjustment shall be effective the date of the schedule change and shall take into consideration the schedule the employee was working at the time the Personal Leave was used as well as the new work schedule.**

- Example C:

If the employee has moved from a 25-hour workweek to a 40-hour workweek, and had not used any Personal Leave time prior to this change, his/her Personal Leave would be adjusted from three (3) 5-hour days to three (3) 8-hour days or from 15 hours to 24 hours.

- Example D:

If the employee had used Personal Leave time prior to the schedule change, the Personal Leave balance must be adjusted so that the employee receives the full three (3) days of Personal Leave in a calendar year. Using the same schedules as above, but assuming the employee has used 2.5 hours of Personal Leave: the employee's Personal Leave balance must be adjusted from 12.5 hours to 20 hours. Calculate: $15 - 2.5$ hours (one-half day based on a 5-hour day) used prior to schedule change = 12.5 hours; $24 - 4$ hours (one-half day based on an 8-hour day) used prior to schedule change = 20 hours. If an employee used a full day (5 hours) prior to the schedule change, his/her balance should be adjusted to reflect a full day used based on the new schedule (8 hours).

SCENARIO #3

For collective bargaining agreements that do not allow part-time employees to earn Personal Leave:

When an employee changes from full-time employment to part-time (less than 20 hours per week) employment, his/her Personal Leave balances must be adjusted to reflect s/he is not eligible to receive or use Personal Leave. **This adjustment shall be effective the date of the schedule change.**

- Example E:

If the employee has moved from a 40-hour workweek to an 18-hour workweek, his/her Personal Leave balance would be changed to zero.

SCENARIO #4

1.) For collective bargaining agreements that do not allow part-time (less than 20 hours per week) to earn Personal Leave:

When an employee changes from part-time (less than 20 hours per week) employment to either part-time (20 or more hours per week) or full-time employment, his/her Personal Leave balance must be adjusted to reflect s/he is now eligible to receive and use three (3) days of Personal Leave during the calendar year. **This adjustment shall be effective the date of the schedule change.**

- Example F:
If the employee has moved from an 18-hour workweek to a 30-hour workweek, his/her Personal Leave shall be adjusted from zero to 18 hours.

- Example G:
If the employee has moved from an 18-hour workweek to a 40-hour workweek, his/her Personal Leave shall be adjusted from zero to 24 hours.

2.) For collective bargaining agreements that allow part-time (less than 20 hours per week) to earn Personal Leave:

- Example H:
Adjust the employee's Personal Leave balance to reflect three (3) days of Personal Leave (less any used Personal Leave time) based on his/her new schedule.

ADDITIONAL RESOURCES

- Please refer to General Letter No. 102 for additional information concerning Personal Leave.
- Individual contracts should be consulted for bargaining unit employees; refer to the Manager's Guide for managerial employees.
- All of these materials may be found at www.das.state.ct.us/HR/HR_Managers.asp

Please share this information with your staff. Contact your Human Resources Liaison or Shari Grzyb at (860) 713-5176 or e-mail her at shari.grzyb@po.state.ct.us should you have questions concerning this General Letter.

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