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| Type: System Enhancements | ID Number: SE 17 |
| Date: December 5, 2007 | Subject: SES/SMS Proration of Annual Leave |

Suggested Audience:

HR Staff

Summary of Enhancements: Effective with the 12/08/07 release, the People First system will start prorating annual leave when an employee exits from the SES/SMS classification. Examples include, but are not limited to, employees moving from an SES or SMS position to a Career Service position, a Department of Lottery position, etc., or when the employee terminates.

Important Notes for People First:

- When an SES/SMS employee is hired across pay cycles (e.g. monthly to biweekly or biweekly to monthly), regardless of whether the employee is going to another SES/SMS position or a non-SES/SMS position, the employee’s annual leave will be prorated based on the separation action the exiting agency performs. If the employee is going into an SES/SMS position at the hiring agency, the annual leave adjustment for the hiring agency should include any leave that was taken from the employee as a result of the separation action (the hours taken as a proration).
- If an employee is transferring across agencies within the same pay cycle, agencies must work together to ensure the hiring agency processes a non-original appointment in a timely manner. This will move the employee from the exiting agency to the hiring agency. If the exiting agency processes a separation action, the hiring agency will need to review the employee’s annual leave balance to determine if an adjustment is needed. Specifically, if the exiting agency processes a separation action, the employee’s annual leave balance will be evaluated for proration.
- If the employee transfers from a monthly agency to the JAC (Agency 2100) or to State Courts System (Agency 2200), no proration of annual leave will occur because these entities do **not** use the leave and attendance module in People First. Therefore, the exiting agency will need to review the employee’s annual leave balance to determine if an adjustment is needed. However, if an employee is hired into one of these entities from a biweekly agency, their annual leave will be prorated based on the separation action from the exiting agency.
- If the FTE is changed for an SES/SMS employee, the People First system will **not** evaluate the employee’s annual leave balance for proration (or for an increase). If an SES/SMS employee’s FTE is decreased, the agency should evaluate the employee’s annual leave. If appropriate, the agency must process any proration of annual leave using the leave balance adjustment screen. If an

SES/SMS employee's FTE is increased, the agency should evaluate the employee's annual leave balance. If appropriate, the agency must process any increase in annual leave using the leave balance adjustment screen.

For more guidelines and calculations on annual leave proration, refer to the Program Guideline issued by HRM on September 12, 2007 titled "Senior Management Service (SMS) & Selected Exempt Service (SES) Pro-ration/Payment Instructions for Annual Leave."

If you have any questions related to these changes in the People First system, please contact Alissa Perdue at 850-488-4733. If you have any questions relating to HRM policy, please contact Erin Thoresen at 850-922-1274.