



## DEPARTMENT OF ADMINISTRATIVE SERVICES

450 Columbus Boulevard, Suite 1501, Hartford, CT 06103

DATE: February 3, 2023

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

### PURPOSE

The purpose of this General Letter is to establish uniform and equitable methods to calculate Personal Leave balances when an employee changes from full-time to part-time employment or vice versa. The four scenarios outlined below include sample calculations. For instance, Example B and Example D 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. This General Letter supersedes the General Letter on this same topic dated May 1, 2001.

**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, collective bargaining agreements, and the Manager's Guide.

### SCOPE

This General Letter applies to all classified employees in the Executive Branch under the jurisdiction of the Department of Administrative Services.

### PROCEDURES

#### **SCENARIO #1**

When an employee changes from full-time employment to part-time employment, their 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, their 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, their 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, their 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, their 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, their 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 (less than 20 hours per week) employees to earn Personal Leave:

When an employee changes from full-time employment to part-time (less than 20 hours per week) employment, their Personal Leave balances must be adjusted to reflect they are 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, their 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, their Personal Leave balance must be adjusted to reflect they are 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, their 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, their 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 their new schedule.

#### **POST AUDIT**

All transactions under this General Letter are subject to post-audit by Human Resources Policy and Information Systems Unit.

#### **OTHER**

- 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.

Please contact the assigned DAS HR Business Partners or HR Policy and Information Systems Unit for questions regarding this General Letter.