



TO: AGENCY HEADS AND AGENCY PERSONNEL ADMINISTRATORS  
 DT: October 19 , 2006  
 RE: Calculating Seniority – Re-issuance of Personnel  
 Administrative Memorandum 91-4

Personnel Administrative Memorandum 91-4 is being re-issued and updated in an effort to provide agencies with information relating to seniority calculations.

To calculate seniority for periods of full time creditable service, the following formula should be followed:

End Date:	Year	Month	Day
Start Date:	Year	Month	Day
Total:	Years	Months	Days

If the end date is to be included in the total figure, the total number of days should be increased by one. For example, if an employee is being credited with prior full time service for the period, October 2, 2000 through the close of business on January 20, 2005, the calculation would be as follows:

	2004	13	
End Date:	<del>2005</del>	<del>04</del>	20
Start Date:	2000	10	02
Sub-total	4	3	18
			+1 day
Total Creditable Service	4 yrs	3mos.	19 days

You will notice that in the above example, 12 months had to be borrowed from the years column and added to the months column before the subtraction of months could occur.

If the end date is not to be included in the total figure, there is no need to add an additional day to the total figure. For example, an employee went on a leave of absence without pay which began on July 30, 2004, and from which he was reinstated on July 16, 2005.

Because the reinstatement date represents his first day back on duty, this day should not be included in calculating the total time on leave, so there is no need to add this day into the formula.

	2004	18	46
Reinstatement date:	<del>2005</del>	<del>07</del>	<del>46</del>
Leave start date:	2004	07	30
Total time on leave:	0 yrs	11mos	16 days

You will also notice that in the above example, 12 months had to be borrowed from the years column and added to the months column before the subtraction of months could occur and 30 days had to be borrowed from the months column and added to the days column before the subtraction of days could occur. For purposes of this formula, a month is assumed to be 30 days.

Pro-rating Seniority for Part-Time Service

To calculate creditable time for periods of part time service, the agency must convert total creditable hours into years, months and days using the following methodology:

1. Determine the basis of the applicable compensation schedule. If during the period of part time service, the applicable compensation plan was based on a 40 hour work week, the following assumptions are made.
  - a. A full time employee would work 2088 hours in one year (26.1 pay periods by 80 hours = 2088 hours).
  - b. 2088 hours divided by 12 = 174 working hours/ month.
  - c. 2088 hours divided by 365.25 calendar days = 5.7166324 working hours/day, which would be rounded to 5.72.
2. The above figures would have to be adjusted for individuals paid under alternate pay plans during their part time service.
3. APPLYING THE FORMULA: If an employee paid under a 40 hour comp plan had a total of 2915 creditable working hours, the conversion of this time into years, months, and days would be calculated as follows:
  - a. 2915 divided by 2088 hours = 1.3960727  
Total years = 1 year
  - b. .3960727 x 2088 hours = a remainder of 826.99979 hours.
  - c. 826.99979 divided by 174 work hours/ month = 4.7528723  
Total months = 4
  - d. .7528723 x 174 working hours/ month = 130.99978 hours
  - e. 130.99978 divided by 5.72 working hours/day = 22.9020594405 days, which would be rounded to the nearest whole number for a total of 23 days.
  - f. Based on the answers in items a, c and e above, the employee in this example has total creditable service of 1 YEAR, 4 MONTHS, 23 DAYS.

Important Note

Please consult with the appropriate collective bargaining agreement for specific rules pertaining to seniority.

Please share this memorandum with your staff. Contact the DAS HR Business Rules & Central Audit Unit with questions concerning this information. Click link below to send e-mail message:

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