



# 2024 Fiscal Year End Processing

## Compensatory, Holiday, Family Care, and Other Balances

### **Compensatory (Comp) Leave**

Compensatory leave is not automatically paid out. It is the department's responsibility to make sure an employee uses or is paid for any comp leave hours that cannot be carried over to the new fiscal year. *Find Time off Balances* report can be run in Workday to see employees balances.

### **Non-Contract, AFSCME, and UE/IUP**

Non-contract, AFSCME, and UE/IUP employees who are eligible for comp leave and have a balance at the end of the fiscal year will have their comp leave hours carried over into the new fiscal year (FY 2025).

### **SPOC - State Police Officers Council**

Employees covered by the State Police Officers Council (SPOC) collective bargaining agreement (with the exceptions listed below) must receive payment for unused comp leave hours earned through June 02, 2024, at the hourly rate of pay as of June 20, 2024. Effective June 21, 2024, comp leave hours will begin to accrue for the new fiscal year.

- **Conservation Officers** – A request for a one (1) time lump sum payout may be made for those hours earned up to eighty (80) hours, once per fiscal year, as long as the request is made by April 1 of the fiscal year in which the time was earned. Comp leave hours not paid for by the employer or used by the employee by the pay period including September 1 shall be paid out.
- **Park Rangers** – Comp leave hours are earned beginning April 1 and ending March 31 of the following year. Earned comp leave hours not paid or used on or before March 31 will be paid out at the current hourly rate of pay.
- **Troopers** – Up to 80 hours of comp leave not taken on or before June 20, 2024, may be paid out at the employee's discretion. All other comp leave hours shall be carried over to the new fiscal year.
- **Special Agent 1** – Comp leave hours may be paid out quarterly at the employee's discretion, not to exceed eighty (80) hours per year. All other comp leave hours shall be carried over to the new fiscal year.

### **Paying Out Unused Comp Leave**

Comp leave pay (paid as a lump sum) is treated as IPERS-covered wages up to a maximum of 240 hours each fiscal year. Workday will keep track of hours paid out and will calculate IPERS until they reach the 240 hour max. When paying out comp time go to the absence calendar and select *Comp Time - Buyout*.

# **Holiday Compensatory (Comp) Leave and Banked Holiday Time Off**

Holiday comp leave pay and banked holiday leave pay is treated as IPERS-covered wages up to a maximum of 240 hours for each pay type each fiscal year. Workday will keep track of hours paid out and will calculate IPERS until they reach the 240 hour maximum. The *Find Time off Balances* report can be run to see employee balances. Banked holiday leave hours owed to an employee as an alternate holiday are not paid off at the end of the fiscal year.

## **Non-Contract, AFSCME, and UE/IUP**

Non-contract, AFSCME, and UE/IUP employees with a holiday comp leave or banked holiday leave balance at the end of the fiscal year will have the leave hours carried over into the new fiscal year (FY 2025).

## **SPOC - State Police Officers Council**

Holiday comp leave hours owed to an employee are not automatically zeroed out at the end of the fiscal year. Holiday comp leave hours are to be taken at the request of the employee with the approval of the Appointing Authority. Such time shall be paid to the employee if not used on or before June 20, 2024. Conservation Officers, however, shall be allowed to bank up to one hundred twenty (120) hours of holiday comp leave.

Banked holiday leave hours are taken at the request of the employee with the approval of the Appointing Authority and must be paid out if not used within twelve (12) months following the designated holiday. There is no mechanism in Workday to track the date by which banked holiday leave hours must be used; it is the department's responsibility to make sure banked holiday leave hours are used or paid out within twelve months of the holiday when they were earned.

# **Holiday Premium Pay**

## **All Overtime-Eligible Employees (non-contract, AFSCME, UE/IUP, and SPOC)**

Employees must be paid for the hours **worked** on a holiday. The actual holiday hours can be paid or saved as banked holiday leave, but only the premium portion of the holiday hours worked, if applicable, can be saved as holiday comp leave. For example, if a premium overtime eligible employee works ten hours on a holiday, the employee must be paid ten hours at his or her regular rate of pay. For the premium portion of the holiday (5 hours), the employee can choose to receive payment, or may save the premium hours as holiday comp leave. See the [Holiday Compensatory Leave](#) section for the rules regarding holiday comp leave. *Find Time off Balances* report can be run to see employees balances.

# **Family Care Time Off**

## **Non-Contract, AFSCME, and UE/IUP Science Unit**

The family care leave balance will be populated with 40 hours for use in fiscal year 2025 as of the June 21, 2024, pay period. Any unused family care leave balances from fiscal year 2024 will not carry over to fiscal year 2025. *Find Time off Balances* report can be run to see employees balances.

### **SPOC - State Police Officers Council**

SPOC employees may carry over unused family care leave hours each fiscal year. Workday will automatically add 40 hours of family care leave to the remaining unused family care leave balance from the previous fiscal year, up to a maximum balance of 80 hours. The new family care balance is effective as of June 21, 2024.

## **IUP Personal Time Off**

### **UE/IUP Social Services Unit**

The IUP Personal Time Office balance will not refresh until the first pay period of calendar year 2025. At that time employees may carry over up to 40 hours of time not used during calendar year 2024 to a maximum of 80 hours.

## **Temporary and Seasonal Hours**

Individuals in a temporary position can work a maximum of 780 hours during the fiscal year, across all positions. This includes hours worked for a temp agency. The 780-hour limit applies to the person, not the position, so if a temporary employee moves to a different temporary position, the hours worked in the previous temporary position will count toward the 780 hour limit for the fiscal year. Employees in seasonal positions can work any number of hours during the agency's seasonal period, but are subject to the 780 hour limit outside of the seasonal period, or if the employee moves from a seasonal position to a temporary position. To see temporary employees used/remaining hours, the *Temporary Employees report* or *Temporary EEs Over or Within 100 Hours of Contract Limit* reports can be run.