

Step Increases for Employees on Intermittent Leave

Employees on intermittent leave are eligible to receive an increase on their step increase date. If an employee misses an increase due to being on continuous leave without pay, they would be eligible to receive the missed increase upon return to work, either intermittently or full-time. This document gives specific examples of when an employee would be eligible for an increase while on leave, and describes what adjustments, if any, should be made to the employee’s step increase date once they have received their increase.

What is intermittent leave?

Intermittent leave is when an employee has exhausted all applicable balances and may be receiving donations for any hours on leave without pay, but the employee is also working some hours each pay period. An employee who is working intermittently and is also on leave without pay during a pay period should be placed in one of the intermittent leave codes below.

Intermittent Leave Codes

- 53 FMLA for Family Member
 - Note: This leave code can be used when an employee is on continuous or intermittent FMLA leave for a family member. Only those employees on FMLA leave for a family member who are working intermittently are eligible for the step increase.
- 57 Medical Intermittent Leave

Examples

Employee on intermittent leave:

If an employee is on intermittent leave at the time their step increase is due, the employee is eligible to receive the increase on their step increase date.

For contract-covered employees, the increase will automatically process on the employee’s step increase date, if the employee had regular hours in the previous pay period (the 905 Step Increase P1s generate on the first update of the pay period, which is the Monday after pay day).

For non-contract employees, a 619 Non-contract Employee Increase P1 will need to be written. Non-contract increases are discretionary, so if a non-contract employee on intermittent leave is due for an increase, the department can either give the increase to the employee on their step increase date, or the increase can be delayed until a later pay period. Non-contract employees must have a current performance evaluation on file in order to receive an increase.

If the employee goes on leave without pay (LWOP) for more than 30 consecutive calendar days after they have received their increase, the step increase date will need to be adjusted forward by the number of pay periods the employee was on LWOP when the employee is returned from leave (refer to the Step Increase Date tab of the [Pre-Audit Calculators](#)).

Example Scenario:

May							June						
S	M	T	W	R	F	S	S	M	T	W	R	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	1	2	3	4	5

■ = First day with leave without pay ■ = Pay period EE put should be put on leave ■ = Step increase date

- An employee exhausts all balances and begins using leave without pay (LWOP) on 05/14/2014. The PA should do a 501 Leave of Absence P1 to move the employee to leave code 57 (or 53, if for a family member) in the 05/09/2014 pay period. The leave of absence date should be the first day with LWOP, 05/14/2014. Refer to the [501 Leave of Absence](#) P1 description for more information about putting an employee on leave.
- The employee worked intermittently in the 05/09 and 05/23 pay periods.

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- The employee is eligible to receive their step increase that is due on 06/06/2014 because they had regular hours in the prior pay period.

Employee on continuous leave without pay who then returns to work intermittently:

If an employee (contract-covered or non-contract) is on continuous leave without pay at the time their step increase is due, the employee is **not** eligible to receive the increase. The employee becomes eligible for the missed increase when they return to work intermittently. The step increase date must also be adjusted if the employee was gone more than 30 consecutive calendar days. If the employee returns to work full-time (or back to regular hours, if part-time), then instead refer to the [520 Return from Leave](#) P1 description for instructions on giving the employee their missed increase and adjusting the step increase date.

If the employee missed the increase while on leave without pay and has returned to work intermittently, complete a 751 Biweekly Base Pay Adjustment P1 to give the employee their missed increase in the same pay period they are moved to the intermittent leave code (if applicable). The step increase date should be set to one year from the previous step increase date, and then adjusted forward by the length of time the employee was on leave without pay (if more than 30 consecutive calendar days).

If the employee’s step increase date is in the future when the employee returns to work intermittently, then you only need to adjust the step increase date forward by the length of time the employee was on leave without pay (if more than 30 consecutive calendar days). You can adjust the step increase date using the 251 Employee Date Change P1.

Refer to the Step Increase Date tab of the [Pre-Audit Calculators](#) to calculate any adjustments to the step increase date.

Example Scenario:

May							June							July						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
				1	2	3	1	2	3	4	5 / 6	7			1	2	3 / 4	5		
4	5	6	7	8 / 9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19 / 20	21	13	14	15	16	17 / 18	19		
18	19	20	21	22 / 23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2

= First full day of leave without pay
 = Pay period EE put should be put on leave
 = Step increase date
 = Day employee returned to work
 = Pay period EE should be moved to intermittent code/given missed increase

- An employee exhausts all balances and the first full day of leave without pay (LWOP) is 05/14/2014. The PA should do a 501 Leave of Absence P1 to move the employee to leave code 54 (or 53, if for a family member) in the 05/09/2014 pay period. The leave of absence date should be the first day of LWOP, 05/14/2014. Refer to the [501 Leave of Absence](#) P1 description for more information about putting an employee on leave.
- The employee misses their step increase that is due on 06/06/2014 due to being on LWOP.
- The employee begins working intermittently on 07/09/2014. The PA should do a 502 Leave Code Correction P1 in the 07/04/2014 pay period to move the employee to leave code 57. If the employee is in leave code 53, then a 502 P1 does not need to be done.
- The PA should do a 751 Biweekly Base Pay Adjustment P1 in the 07/04/2014 pay period to give the employee their missed increase. The step increase date should be set to one year from the old date (06/05/2015), and then be adjusted forward by the length of time the employee was on LWOP. The employee was gone from 05/14 – 07/09/14, a total of 56 days or four pay periods. The employee’s step increase date should be set to 07/31/2015.