


MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel

To: All Human Resources Managers
All Division of Personnel Employees

Date: June 9, 2000

From: Sharon Barton 
Director
Division of Personnel

Phone: 465-4430

Fax: 465-2576

Email: Sharon_Barton@admin.state.ak.us

CC: Debbie Bump and Mark Minthorn
Division of Finance

Subject: Interpretive Memorandum 00-G-003

Re: Proration and Eligibility for One Time Payment

This memorandum will serve to answer questions that have arisen regarding the proration and/or eligibility for the one time payment to an employee when the employee is in a leave without pay status which is covered by the provisions of the Family and Medical Leave Act or the Alaska Family Leave Act.

EMPLOYEES COVERED BY COLLECTIVE BARGAINING AGREEMENTS

With respect to eligibility for the one time payment, an employee will not lose eligibility for their one time payment if the employee is in a leave without pay status and still considered an active employee on July 1, 2000. This is to be applied uniformly irrespective of the reason for the leave without pay status.

For purposes of proration of the one time payment, **all** instances in which an employee is in leave without pay for an entire pay period will be treated uniformly as well, including those situations where the employee's leave without pay is covered by the Family and Medical Leave Act or the Alaska Family Leave Act. Based on this interpretation, an employee will **lose** his/her entitlement for the fifty dollar (\$50.00) payment for each pay period in which the employee was in a leave without pay status.

NON-COVERED EMPLOYEES

For non-covered employees to be eligible, the pertinent statute provides that: *employees must be employed and in pay status on July 1, 2000.* However, if a non-covered employee is not in pay status on July 1, 2000, due to an absence that is covered under the provisions of the Family and Medical Leave Act or the Alaska Family Leave Act, such employee will retain his/her eligibility for the one time payment.