SECTION 12: LEAVE ACCOUNTING
GGU Emergency Leave Bank

INTRODUCTION

The emergency leave bank is a voluntary program for members of the Alaska State Employees Association (ASEA) established in Article 26.13 of the GGU 2004-2007 Master Agreement, with implementation in the statewide payroll system effective July 1, 2005. Participants will contribute 7.5 hours of annual or personal leave through records set up in the statewide payroll system. The union will grant the use of emergency leave for health related reasons and will be responsible for completeness, timeliness, and proper filing of all emergency leave withdrawal requests.

PROCEDURES

Emergency Leave Contributions

New Employee

A newly hired employee elects to participate by notifying the union within 30 days of hire. The union must inform the Division of Finance (DOF), Payroll Section that the employee wishes to participate in the Emergency Leave Bank within 45 days of the employee's hire. Each pay period, the union notifies DOF of new participants.

Continuing Employees

Open enrollment will occur each year during the month of November. Any ASEA employee, as defined by Article 1.01 of the collective bargaining agreement, may elect participation by contacting the union during this period. An employee may cancel the annual assessment by contacting the union during this period. The first working day after November 30th, the union will send the Division of Finance a file with all employees that signed up for emergency leave during open enrollment. This file will also include all employees that are currently enrolled in the program and the hours to be deducted (up to 7.5 hours). In years that the assessment is waived for current enrollees, the file will include zero records. Any employee that elected to discontinue their election would also have a zero record included in the file. Leave assessments will be processed in PP01 in January of each year.

In mid-December of each year, ASEA sends a load to DOF to update the leave records on the A5 screen for all employees who wish to continue their emergency leave bank election.

1. The records will establish automatic reductions of 7.5 hours from all participating employees and will process automatically in PP01 of each year.

2. An employee's leave balance will be reduced by 7.5 hours regardless of the number of hours the employee is scheduled to work.

3. The rate of the contribution will be the participant's pay period hourly rate at the time the contribution is processed plus a factored amount of 1.38 for employer charges. The factored amount is charged to the employer at the time of the contribution.

4. Regular new-hire union business bank contributions will process before emergency leave contributions if both records are competing for leave.

5. The employee must have a sufficient leave balance at the time the contribution is processed. Partial contributions are not allowed. The system will continue to attempt to collect the contribution in subsequent pay periods until it is successful.

Using Emergency Leave

1. The employee submits an emergency leave request to the union using the union's form "Application for Emergency Leave Bank Use". The union verifies with the Payroll Services Section that the employee is absent for a FMLA or AFLA qualifying condition. If the employee does not meet the qualifying provisions for FMLA or AFLA, they may still qualify to use emergency leave if they meet the serious medical conditions provisions. The union then forwards a memorandum to Division of Personnel and Labor Relations, Payroll Services Section, and DOF, Payroll Section, with the names of the employees and number of emergency leave hours approved for the pay period. The Payroll Services Section must receive the memorandum within five (5) calendar days of the end of the pay period in which the leave will be used. If it is not received within this timeframe, the Payroll Services Section will deduct accrued leave from the employee's leave bank(s). If the union submits an emergency leave request within thirty (30) calendar days of the end of the pay period in which the leave occurred, the Payroll Services Section will process an adjustment to use emergency leave and reinstate an equal amount to the employee's leave bank(s). No adjustments will be made for periods of leave without pay.

2. The employee, or, if the employee is not available, the employee's supervisor, must submit a leave slip for the absence with the timesheet for the pay period. This leave slip will be used in case the emergency leave is not approved or is not received timely.

3. Leave will be entered in the employee's batch with **E147** and the number of hours granted for the pay period.

4. The employee's annual or personal leave balance must be less than 75.0 hours as of the first day of the pay period.

5. The emergency leave is used first, and then other leave types are applied.

6. The minimum amount of leave disbursement shall be 7.5 hours.

7. Employees do not accrue an emergency leave balance. If all the hours approved by the union for a pay period are not used in the pay period, they are canceled and remain in the bank.

8. DOF receives a report of E147 used each pay period and will track and record the hours used to reduce the available emergency leave balance.

9. If the employee dies or otherwise separates from state service before the pay period end, no leave is used or paid after the date of death or separation.

10. An employee who leaves state service may elect to donate up to 5 days of accumulated annual or personal leave to the bank. The employee must provide contribution authorization to the Payroll Service Section at the date of separation.

Ending Emergency Leave Participation and the Annual Contribution

During the open enrollment period each year, employees may cancel participation by notifying the union in writing. The union will notify the Division of Personnel and Labor Relations or DOF.

If the union decides to forgo the annual member contribution, by December 10 the union will notify the State in writing of such a decision. DOF will ensure contributions are not processed from any active records PP01 in January.

CONCLUSION

This is a union bank to be used and monitored by the union. If the union has granted emergency leave and it is submitted in a timely fashion, the emergency leave slip will be processed.