

FREQUENTLY ASKED QUESTIONS ABOUT CHANGES TO LEAVE RULES

New Accrual Rate:

Who will the new leave accrual rates apply to?

The new leave accrual rates will apply to GGU, SU, CEA, PX and EX employees first hired into State service on or after July 1, 2013.

I previously worked for the State but came back to work after July 1, 2013; do I accrue leave at the new rate?

If you were previously employed in a leave accruing position in any branch of State government prior to July 1, 2013, upon reappointment you will accrue leave at the rate in effect prior to July 1, 2013.

Fifteen Year Floating Holiday Credit (GGU, SU and CEA only):

On what date will the floating holiday be available for use?

The 15-year floating holiday will be available for use on July 16 of each year.

Must I be in pay status for some portion of the last scheduled work day before and the first scheduled work day after July 16 to receive the 7.5 hour floating holiday?

Yes, you must be in pay status on July 16, or the day before and after July 16, if it falls on your regular day off.

For the year in which I reach 15 years of service, by which date must I reach 15 years to receive the 7.5 hour floating holiday?

If you reach 15 years of service in a leave accruing position on or before July 16 you will receive the 7.5 hour floating holiday for that year providing you are in pay status as noted above.

What if I reach fifteen years of service after July 16?

If you reach 15 years of service in a leave accruing position after July 16 you will receive the 7.5 floating holiday in the following July providing you are in pay status as noted above.

What if I had fifteen years of prior service with the State, and came back to work on or after July 1, 2013?

Your accrual rate and your eligibility for the 7.5 hour floating holiday will be based on your all service in a leave accruing position.

Cash Value (GGU only – currently exists for noncovered employees):

What does cash-value of leave mean?

Each pay period the leave that accrues is converted to a cash value by multiplying the hours accrued during the pay cycle by the annualized hourly rate of pay for the pay period.

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The amount resulting from the calculation above is added to the cash value of the amounts calculated for previous pay periods. The total value of all accrued leave is the cash value of the employee's leave balance.

What employees will have a cash-value for leave?

GGU employees first hired into State service on or after July 1, 2013. Also, noncovered employees will continue to have cash-value for leave.

If I had previous employment with the State and therefore accrue leave at the rates in effect prior to July 1, 2013, am I exempt from the provisions regarding cash-value of leave?

Yes.

How is the value of leave calculated for GGU employees hired prior to July 1, 2013?

For GGU employees hired before July 1, 2013 the leave balance is multiplied by the employee's current annualized rate of pay to determine the value.

If the cash-value provisions apply to me, what happened when I take leave?

Leave taken will be paid at your current rate of pay and not the cash-value of your leave.

If the cash-value provisions apply to me, what happens when I donate leave?

Leave donated will be valued at your current rate of pay.

Maximum Accumulation of Leave:

What does maximum accumulation of leave mean?

It means the maximum amount of hours that employees are permitted to have in their leave account.

What is the maximum amount allowed?

For GGU, SU and noncovered employees the maximum accumulation limit is 1000 hours. For CEA employees the maximum accumulation limit is 825 hours.

When does this become effective?

The maximum accumulation of leave provisions become effective on December 16, 2013.

If I have 400 hours or more of annual or personal leave on December 16, 2013 am I subject to the maximum accumulation provisions?

If you have more than 400 hours of leave on December 16, 2013, you will be exempt from the 1000 hour accumulation limit until such time as your leave balance is equal to or less than 400 hours on December 16 of any year.

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What is the leave year?

The leave year is from December 16 of one year through December 15 of the following year.

Will I be notified of my annual or personal leave balance?

You will only be notified if your balance is projected to exceed 1000 hours by the end of the leave year. Notifications will be sent by May 1 of each year. However, you can obtain your leave balance at any time by accessing your most current pay advice through Employee Documents Online.

What happens if I have more than 1000 hours of annual or personal leave on December 16, 2013?

Employees who have a leave balance that exceeds 400 hours on December 16, 2013 shall be exempt from the maximum accumulation provisions until such time that their leave balance equals 400 hours or less on December 16 of any calendar year. However, until such time as your leave balance equals 400 hours or less on December 16 of any year, you will be required to use 15 days (112.5 hours) of annual or personal leave each leave year.

If I have more than 1000 hours of leave can I carry over those hours from one leave year to the next?

A department head may permit an employee to carry over more than 1000 hours of accrued annual or personal leave if the employee was unable to reduce their accrued hours due to specific extenuating circumstances (for additional information see the appropriate contract article or Alaska Statute: GGU – 25.01.F (Annual), 26.01.D (Personal), SU – 29.1.E, CEA – 8.05, non-covered employees – AS 39.20.240(c)).

By June 1 of each calendar year, employees who are subject to the maximum accumulation of leave and whose balance exceeds (or could exceed 1000 hours by December 15) must submit to their supervisor for approval a plan to reduce their leave below the maximum. If the employee fails to submit a plan, or adhere to an approved plan, the employee's division director will order the employee to take sufficient leave to reduce the balance below the maximum.

Mandatory Usage:

What are my mandatory leave usage requirements?

If your leave balance is less than 400 hours on December 16 of any year, you are required to use 10 days (75 hours) of leave during the following leave year.

If you have a leave balance in excess of 400 hours on December 16, 2013 you are required to use 15 days (112.50 hours) of leave until such time as your leave balance is equal to or less than 400 hours on December 16 of any year.

Do flextime credit hours used count toward the mandatory usage requirement (GGU, SU and CEA only)?

No. Flextime credits earned may not be used until the member has satisfied the mandatory leave usage requirement.

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Do donated leave hours used count toward the mandatory usage requirement?

No.

What happens to my leave if I am unable to meet the mandatory usage requirements?

GGU employees:

If you fail to schedule the mandatory leave hours, the Employer may direct you to take the leave at any time to satisfy the requirement. If not directed to take the leave you will be entitled to payment for the unused portion. The payment shall be included in the first regular payroll following the close of the leave year.

SU, CEA and noncovered employees:

If you fail to schedule the mandatory leave hours, the Employer may direct you to take the leave at any time to satisfy the requirement. If you do not take the leave, the difference between the required hours and the amount of leave taken will be canceled without pay unless the department or agency head certifies in writing that the employee was denied the opportunity to take the required hours of leave during the 12 month period.

Leave Cash-Ins:

Is there a limit to the number of leave cash-ins I can request?

You may only submit six leave cash-in requests per calendar year if you are GGU, and six times per leave year if you are SU, CEA or a noncovered employee.

Will my cash-in hours count toward my mandatory usage requirement?

Leave cashed in can only reduce the mandatory leave requirement by 37.5 hours.

If I have already cash-in leave six times prior to July 1, 2013, am I subject to the new cash-in limit?

No. If you are a GGU employee you are entitled to cash-in leave six more times between July 1 and December 31, 2013. If you are a SU, CEA or noncovered employee you are entitled to cash-in leave six more times between July 1 and December 15, 2013.

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