

MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel

To: All Human Resources Managers
All Division of Personnel Employees

Date: May 31, 2000

From: Sharon Barton
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Division of Personnel

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Subject: Interpretive Memorandum 00-G-001
re: LOA 01-GG-003 (Individual Leave Conversion)

This memorandum will serve to inform you of the intent and application of LOA 01-GG-003.

The LOA, an agreement made on behalf of General Government Unit employees retiring from State Service or entering layoff status covers

"...any bargaining unit member who separates from State service on or after July 1, 2000, but prior to December 16, 2000."

The Letter makes this limitation:

"... if a bargaining unit member is placed in layoff status on or after July 1, 2000, but prior to December 16, 2000..."

Recognizing that the date references may be confusing, the intent of the language is to include employees who are "in pay status" on the first working day of July 2000, and to exclude employees who are not. Therefore, (1) if a retiring employee's last day of work or in pay status is on or before June 30, 2000, s/he is not eligible for individual leave conversion election, and (2) if an employee's effective date of layoff or whose last day in pay status is on or before June 30, 2000, s/he is not eligible for individual leave conversion election.

I hope this memorandum has cleared up any confusion you may have had regarding the intent of the LOA. Please feel free to call me or any Labor Relations staff member if you have any questions regarding this information.