


MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel

To: All Human Resources Managers
All Division of Personnel Employees

Date: June 28, 2000

From: Sharon Barton
Director 

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Subject: Interpretive Memorandum - 00-G-006
Re: Leave Conversion for PERS Eligibles/Layoffs

There have been a number of questions raised about the status of those GGU employees who are PERS eligible or those GGU employees who may be subject to layoff after July 1, 2000, and such retirement/layoff is effective prior to the effective date of the conversion to the personal leave system that occurs on December 16, 2000.

In the event of retirement, 50% of the employee's sick leave account will be converted to annual leave for the purpose of making a cash-out. Employees should give a 30 day advance notice of their planned retirement date to facilitate the necessary payroll calculations for the cash-out and verification of the retirement should be requested.

For those employees subject to layoff, the same 50% sick leave conversion will be made to annual leave for the purposes of cash-out on the effective date of the layoff.

I hope this addresses the questions that you may have. For further information, please contact Greg Elliott at 465-3812. Thanks.