

ADMINISTRATIVE PROCEDURES



Procedure Number: 23-23

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C. D. [Signature]
County Administrator

SUBJECT: **CODING PAFS FOR EMPLOYEES ON LEAVES OF ABSENCE WITHOUT PAY OR PLACED ON ADMINISTRATIVE LEAVE WITH PAY**

DEPARTMENT RESPONSIBLE: **Human Resources**

I. PURPOSE

This administrative procedure establishes guidelines for coding Personnel Action Forms (PAFs) when an employee is placed on Administrative Leave With Pay as defined in Personnel Policy 8-107 or is granted a Leave of Absence Without Pay (LOA-WOP) as defined in Personnel Policy 8-108. This procedure ensures that employees on these leaves are treated in a consistent manner.

II. PROCEDURE

A. **CONTINUOUS LOA-WOP FOR EDUCATION, CANDIDACY FOR ELECTIVE OFFICE, BEST INTEREST OF THE COUNTY OR HUMANITARIAN/PERSONAL**

1. If an employee is granted LOA-WOP under Personnel Policy 8-108 for one of the above specified items (II.A), the leave must be continuous as per Personnel Policy 8-108. Use of leave banks will be as specified in Personnel Policies 8-105 and 8-106.
2. When an employee is using his or her own sick leave, compensatory time, and/or annual leave banks equivalent to his or her normal work schedule, the PAF must be coded as: Fill Type = "PL" and FT/PT Code = "1" for full time schedule, or "3" for part-time schedule. Sick and annual leave will accrue as per Personnel Policies 8-105 and 8-106 until the employee's own leave banks are exhausted.
3. When the employee's own sick, compensatory and/or annual banks have been exhausted and in the same pay period of the exhaustion or if an employee elects not to use his or her leave banks, a PAF must be coded as: Fill Type = "UL" and FT/PT Code = "8" with an effective date of the first work day following the exhaustion of all leave or decision not to use leave. Effective with this change and during this status, the employee will not accrue sick or annual leave, nor will the employee receive pay for holidays if the holiday falls after the unpaid leave begins.

B. LOA-WOP FOR MEDICAL DISABILITY LEAVE**1. Continuous Medical Disability Leave:**

- a. If an employee is using his or her own sick leave, compensatory time, and/or annual leave banks equivalent to his or her normal work schedule, the PAF must be coded as: LOA code (Section G) = 43, Fill Type = "PL" and FT/PT Code = "1" for full time schedule, or "3" for part-time schedule. Sick and annual leave will accrue as per Personnel Policies 8-105 and 8-106 until the employee's own leave banks are exhausted.
- b. When the employee's own sick, compensatory and/or annual banks have been exhausted and in the same pay period of the exhaustion, a PAF must be coded as: LOA code (Section G) = 43, Fill Type = "UL" and FT/PT Code = "8" with an effective date of the first work day following the exhaustion of all leave. Effective with this change and during this status, the employee will not accrue sick or annual leave, nor will the employee receive pay for holidays if the holiday falls after the unpaid leave begins.

2. Intermittent Medical Disability Leave:

If an employee is granted Intermittent Medical Disability Leave under Personnel Policy 8-108 as an Americans with Disabilities Act (ADA) accommodation or due to a serious medical condition as determined by Human Resources (HR), the PAF must be coded as: LOA code (Section G) = 54 and FT/PT Code = "3". Fill Type and Hours/Pay Period fields will not be changed because intermittent time is unknown and varies. Sick and annual leave will accrue as per Personnel Policies 8-105 and 8-106. The memo from HR showing approval of this leave must be attached to PAF.

C. LOA-WOP FOR FAMILY AND MEDICAL LEAVE (FML)**1. Continuous FML:**

- a. If an employee is using his or her own sick leave, compensatory time, and/or annual leave banks equivalent to his or her normal work schedule, the PAF must be coded as: LOA code (Section G) = 49, Fill Type = "PL" and FT/PT Code = "1" for full time schedule or "3" for part-time schedule. Sick and annual leave will accrue as per Personnel Policies 8-105 and 8-106 until the employee's own leave banks are exhausted.
- b. When the employee's own sick, compensatory and annual banks have been exhausted and in the same pay period of the exhaustion, a PAF must be processed and coded as: LOA code (Section G) = 49, Fill Type = "UL" and FT/PT Code = "8" with an effective date of the first work day following the exhaustion of all leave. Effective with this change and during this status, the employee will not accrue sick or annual leave, nor will the employee receive pay for holidays if the holiday falls after the unpaid leave begins.

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2. Intermittent FML:
 - a. When an employee is approved for Intermittent FML, the PAF must be coded as: LOA code (Section G) = 50, FT/PT Code = “3”. Fill Type and Hours/Pay Period fields will not be changed because intermittent time is unknown and varies. Sick and annual leave will accrue as per Personnel Policies 8-105 and 8-106.
 - b. When the employee’s own sick, compensatory and annual banks have been exhausted, there will be no change to the employee’s Fill Type or FT/PT code.
 - c. An employee on Intermittent FML / MFL who is eligible for the holiday benefit will have holiday pay calculated and paid as per Personnel Policy 8-102.
 3. If the employee is unable to return to work at the end of the FMLA entitlement, he/she may be eligible for another type of LOA-WOP including Medical Disability Leave, if applicable, as per Personnel Policy 8-108. The PAF changing the LOA-WOP must be processed as per this procedure.

D. LOA-WOP FOR VICTIM LEAVE

1. Continuous Victim Leave:
 - a. If an employee elects to use his or her own sick leave, compensatory time, and/or annual leave banks equivalent to his or her normal work schedule, the PAF must be coded as: LOA code (Section G) = 51, Fill Type = “PL” and FT/PT Code = “1” for full time schedule or “3” for part-time schedule. Sick and annual leave will accrue as per Personnel Policies 8-105 and 8-106 until the employee’s own leave banks are exhausted.
 - b. When the employee’s own sick, compensatory and/or annual banks have been exhausted and in the same pay period of the exhaustion or if an employee elects not to use his or her leave banks, a PAF must be coded as: LOA code (Section G) = 51, Fill Type = “UL” and FT/PT Code = “8” with an effective date of the first work day following the exhaustion of all leave or the decision not to use leave. Effective with this change and during this status, the employee will not accrue sick or annual leave, nor will the employee receive pay for holidays if the holiday falls after the unpaid leave begins.
2. Intermittent Victim Leave:
 - a. For an employee who wishes to reduce his or her normal work schedule by opting to use only a portion of his or her sick, annual and/or compensatory banks, or the employee’s own leave banks are insufficient to cover his or her normal work schedule, the PAF must be coded as: LOA code (Section G) = 51, Fill Type = “PL” and FT/PT Code = “3”.

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- b. If an employee is granted Victim Leave to be used on an intermittent basis, the PAF must be coded as: LOA code (Section G) = 51, FT/PT Code = "3". Fill Type and Hours/Pay Period fields will not be changed because intermittent time is unknown and varies. Sick and annual leave will accrue as per Personnel Policies 8-105 and 8-106.

E. ADMINISTRATIVE LEAVE WITH PAY

If an employee is placed on Administrative Leave With Pay under Personnel Policy 8-107, a PAF must be coded as: LOA code (Section G) = 40, Fill Type = "PL" and FT/PT Code = "1" for full time schedule or "3" for part-time schedule. The employee will accrue sick and annual leave and receive pay for holidays during this leave as per Personnel Policies 8-102, 8-105 and 8-106.

F. END OF LEAVE

When an employee's leave ends, the PAF shall be coded to remove the leave and return the employee to a work status.

G. TERMINATION OF EMPLOYMENT

If an employee is placed on any type of Leave of Absence (LOA) and his or her employment with Pima County is terminated, for reasons including but not limited to resignation, retirement, dismissal, or lay-off, the FT/PT codes will remain the same. The employee's LOA shall be ended on a PAF as of the last day of employment.

III. RESPONSIBILITIES

- A. It is the responsibility of each Department Personnel Representative (DPR) to implement these changes and for the Appointing Authority or designee to ensure the DPR has completed documentation correctly and completely before signing the PAF for submission to HR.
- B. Staff from the HR and Finance and Risk Management departments may inform departments of errors in processing, may audit and correct such errors, and may request that the appropriate PAF is submitted immediately through normal channels.

Reference: Merit System Rules and Personnel Policies (as currently existing or as subsequently amended)