



Office of the State Comptroller

PAYROLL BULLETIN

Subject Revision to Bulletin P-946 Professional Leave Payment for Employees in PS&T	Bulletin No. P-947
	Date April 22, 1997

The Governor's Office of Employee Relations has informed us of the following clarifications of issues concerning the Professional Leave payment.

1. Hourly and daily employees do **not** have to be covered by the Civil Service Attendance and Leave Rules in order to elect to exchange Professional Leave days.
2. Seasonal employees are **not** eligible to receive the Professional Leave payment.
3. Employees are to be paid at their full-time or part-time status as of the date of payment, regardless of status at time of election.

For example: An employee who is now full-time, but was 50% during the eligible period, will be paid at the full-time rate.

4. The daily rate for employees with Pay Basis Code 8AN is:

Salary X .038356 X 1/10