MISSOURI DEPARTMENT OF TRANSPORTATION

PROCEDURES MANUAL
FOR PERSONNEL POLICIES

Procedures for Policy Number and Title	**Effective Date of Procedures**
3500, "Sickness or Injury Leave"	August 16, 2007
Approved By	**Supersedes Procedures Dated**
Micki Knudsen, Human Resources Director, Signature on File	July 1, 2005

PROCEDURES

1. Under twice-a-month pay, some pay periods will have 9 days (72 hours), some will have 10 days (80 hours), some will have 11 days (88 hours), and some will have 12 days (96 hours). To maintain a standard twice-a-month pay rate for exception paid employees (salaried) in the SAM II HR/Payroll System, a standard number of hours per pay period is being used. The standard number of hours for a full-time employee is 86.667 hours (86 hours and 40 minutes) per pay period. The system assumes that an exception paid employee works 86 hours and 40 minutes each pay period. If an exception paid employee is in a leave without pay situation during a pay period, the number of hours of leave without pay are subtracted from the standard hours (86.667) to determine the hours of leave accrual for the pay period. For a positive paid employee (permanent part-time) the hours in pay status each pay period will determine the employee's leave accrual for the pay period.

2. Upon employment, districts/divisions/offices will inform each employee who has prior service with other state agencies within the past five years to have the previous employers provide, in writing, the dates of employment, total month(s) of service with the State of Missouri, the employee's sick leave accrual rate, and the amount of unused sick leave at the time of separation from that agency.

3. If an employee is transferring from a Missouri state agency that is not on-line with the SAM II HR/Payroll System, the employee must submit written verification from the previous employer specifying the rate at which the sick leave credit was earned with the other agency, the period of service involved, and the total unused sick leave credit at the time of the transfer.