

## Office Memorandum

**Date:** January 26, 2018  
**To:** Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **New Earnings Code for Union Leave**

An additional earnings code has been added to account for union leave time that is not eligible for accruals. **Always consult the employee’s contract to determine if the union leave is eligible for accruals.**

New →

Earnings Code	Description	Paid	Earning Accrual
<b>UNL</b>	Union Lve – Unpaid No Accrual	No	No
<b>ULV</b>	Union Leave W/O Pay – Lve Accrual	No	Yes

**Example 1:**

The 2015-2017 MAPE contract states in Article 14, Section 3.D., ***“Leave time for service on the Association’s Master Negotiation Team shall be considered as paid leave for purposes of vacation and sick leave accrual, and holiday pay entitlement.”*** Additionally, that provision states, ***“Association board members who are currently State employees and not on full-time leave shall have time spent performing board duties considered as paid leave for purposes of vacation, sick leave and holiday pay eligibility when they are on Association leave.”***

- A MAPE employee on an approved unpaid union leave for negotiation of the master contract would use **ULV** to record time.
- A MAPE employee performing board duties as described would use **ULV** to record time.
- The employee will not be paid, but will accrue leave on these hours.
- The employee may request to use accrued vacation or earned compensatory time for these hours in lieu of the **ULV** code.

**Example 2:**

A MAPE employee on an approved unpaid union leave **to perform other duties for the Association not described in the example above** would use **UNL** to record time.

- The employee will not be paid or accrue leave on these hours.
- The employee may request to use accrued vacation or earned compensatory time for these hours in lieu of the **UNL** code.

**Questions?**

Agency HR, Payroll and Accounting staff should contact:

- Lynda Hanly at 651-201-8074 or [Lynda.Hanly@state.mn.us](mailto:Lynda.Hanly@state.mn.us) with earn code questions.
- MMB Labor Relations with questions on contract interpretation.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**