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.

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Description</th>
<th>Paid</th>
<th>Earning Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNL</td>
<td>Union Leave – Unpaid No Accrual</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>ULV</td>
<td>Union Leave W/O Pay – Lve Accrual</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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 with earn code questions.
- MMB Labor Relations with questions on contract interpretation.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF