

Military Donated Leave Program

Salary Eligibility Methodology

April 26, 2010

HB 2298, effective January 1, 2010, requires the addition of the average overtime to the total state compensation for purposes of administering a military donated leave program. The average overtime is the average number of hours of overtime worked or hour-for-hour compensatory time in the previous calendar year for employees in the same classification and representation code. DAS will provide the average overtime factor for each class and representation code to agencies on an annual basis for the previous calendar year.

This document describes the method for calculating a) total state compensation, b) total gross active military compensation and c) eligibility calculation.

For the remainder of the 09-11 biennia, employees who apply for military donated leave reimbursement are subject to a reduction in salary commensurate to the average furlough salary reduction experienced by employees in the same salary tier. This reduction is applied to all months during the 09-11 biennia, regardless if a fixed or floating furlough day occurred in a month for which an employee is seeking reimbursement.

Furlough Obligation	Tier One	Tier Two	Tier Three
Average Reduction Percentage	.9850	.9820	.9790

Example

For example, an employee is on active military duty from January 1, 2010 to January 31, 2010. Employee class is a Tier 3 furlough obligation as an Operations and Policy Analyst 2 (C0871), SEIU represented, base salary \$4286. The employee is receiving a 5% work-out-of class differential and a 5% bilingual differential. The employee submits all appropriate documentation.

Total State Compensation Calculation

Employee Salary:		Average Overtime Calculation:	
Original Base Salary	\$4286.00	Adjusted Employee Salary	\$4617.55
Add Differentials		Average # hours in a month	÷ <u>173.33</u>
WOC 5%	+\$ 214.30	Avg. Hourly Rate	\$ 26.64
Bilingual 5%	+ \$ <u>214.30</u>		
Adjusted Base Salary	\$4716.60	Avg. Hourly Rate	\$ 26.64
		Time and one half	<u>x 1.5</u>
Adjusted Base Salary	\$4716.60		\$ 39.96
Avg. % Reduction for Tier 3	<u>x .9790</u>	Avg. OT Factor (OPA 2, OA)	<u>x 2.6</u>
Adjusted Employee Salary	\$4617.55	Average Overtime Amount	\$ 103.90

Adjusted Employee Salary plus Average Overtime Amount equals Total State Compensation

$$\mathbf{\$4617.55 + \$103.90 = \$4721.45}$$

Example continued:**Employee Military Salary Calculation**

Leave and Earnings Statement

1/1/10 to 1/15/10	\$1580.00
1/16/10 to 1/30/2010	<u>\$1735.00</u>
<i>Total Gross Military Pay</i>	<i>\$3315.00</i>

Eligibility Calculation

Total State Compensation	\$4721.45
Total Gross Military Pay	<u>\$3315.00</u>

Difference – eligible amount \$1406.45

Since the total state compensation is more than the total gross military pay for the month of November, the employee is eligible for the difference of \$1406.45. This is the amount the agency HR office authorizes the agency Payroll office to pay the employee in this example.