

Sick leave for Regular Part-time Employees (per HB 153)

1. **When should I classify someone as regular part-time?** The following website gives the actual language of the bill. You might choose to seek legal council to determine who should be considered regular part-time. <http://codes.ohio.gov/orc/search/3319.141>

2. **To track regular part-time employees in USPS do the following.**
 - a. In **BIOSCN** modify the employee to part-time = y

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Find: _____
      SSN/ID          Last name          First name          Skip Concealed
SSN: 232-32-3232      Employee ID: 232323232      Conceal: _
State Assigned ID: ZD4701001  EMIS ID: _____
Last Name: TAYLOR          Suffix: _____
First Name: ELIZABETH      Middle: S          Phone/Unlist: (419) 765-4651/
Street: 200 Night St.          Dist Phone : ( ) -
                                          Dist Exten : _____
City : Wayne          State: OH      Zip: 44332-      OSDI code: _____
Foreign Adrs: _ Ctry: _ Prov: _____ Post: _____
Email : test@gmail.com.test1@gmail.com
Gender: F          Direct deposit: Y          Report to EMIS : Y
Marital: 1          Email dirdep notice: N          Long term ill: _____
Birthdate: 02/27/1932      Check distrib.: _____      Part-time: Y
Hire date: 09/01/1990      Eligible retire: N
Last paid: 04/30/2004      ODHS New hire: Y 09/01/1990
Y = Part-time employee
N or blank = Not a part-time employee
BIOSCN - Biographical data maintenance program          Screen 1 Of 2
F6 Top          F11 Find          F17 Lockmode          S8 Next Screen
F7 Help          F12 Add          F18 Set defaults
F8 Exit          F13 Delete          F20 Switch
F10 Next          F14 Modify
  
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- b. In **BENSCN** there are two new fields: Accum/serv field and Current Service Hours. Accum/serv is the increment by which the sick balance will be increased for every 80 hours of service when MASSICK is ran. For hourly employees from HB 153 this will be 4.6 hours. The rate would need to be determined for a daily employee. Also, the value for accum/month should be blank for a regular part time employee.

f. Example.

Current Sick leave Balance = 86.54 hours of sick leave

Accum/serv = 4.6 Current Service hours: 120.00

The MASCHG/MASSICK program will increment the sick balance by 4.6 hours, so after MASCHG/MASSICK the current sick leave balance will show 91.14 hours. The current service hours will show 40.00 hours.

The output of the MASSICK.TXT report would look like the following:

ARCADIA LOCAL SCHOOL				Projection Run			Page: 1 (MASSICK)
OLD SERV HOURS	NEW SERV HOURS	OLD SICK BALANCE	NEW SICK BALANCE	SICK TIME ACCRUED	SICK HRS APPLIED	SICK HRS REMAINING	MESSAGE
120.00	40.00	86.540	91.140	4.600	80.00	40.00	

The BENSCN after MASCHG/MASSICK was run for actual would look like the following:

Benefit unit: <u>D</u> Daily				
	Sick	Personal	Vacation	Eligibility
Reset value :		<u>4.000</u>		Sick : Yes
Balance :	91.140	<u>4.000</u>	20.000	Personal: Yes
Accum/month :		<u>4.000</u>	<u>20.000</u>	Vacation: Yes
Maximum :	<u>260.000</u>	<u>4.000</u>	<u>20.000</u>	
Advance used:				
Advance max.:	<u>5.000</u>			
Deferred :				
Accum/Serv :	<u>4.600</u>			
		Current service hours:	<u>40.00</u>	