Vacation 10-Month Plan and Vacation Bank for August - May School Calendar

The following instructions are to assist CLAS users in setting up the Vacation 10-Month Plan. The Vacation 10-Month plan is for the Department of Education's Special School's non-teacher employees who work a school year from August through May.

Set up the Vacation 10-Month depending on the employee's current benefits:
- If you are initially establishing the Vacation (VA) benefit, use the B66 screen;
- If the Vacation benefit already exists, use the B76 screen.

When the Vacation 10-Month field is active, 7 hours is automatically deducted from the standard accrual rate each month for a period of 10 months. To offset the deductions, a credit of 70 hours is posted to the Vacation Bank (VB) benefit for the August leave period. The SCO posts the 70 hour credit for employees who have an active Vacation 10-Month field setup by the August leave period. If the employee earns more than 7 hours of Vacation a month, he/she will receive the difference each month when the CLAS Monthly Accrual Cycle runs. If the employee does not work during the summer months, he/she is not entitled to accruals for those months; however, the employee will receive State Service Credit.

The CLAS prevents accruals when entries are made by the department in the Non-Payroll Leave Period fields on the P64 - LEAVE BENEFIT NON-ACCRUAL MAINTENANCE screen. If any employee works and has a qualifying leave period during the summer (June and July), he/she is entitled to the standard accrual amount for Vacation, and the P64 screen is not updated. In August, at the beginning of the school year, the CLAS unit transfers any outstanding Vacation Bank balance to the Vacation benefit, and the process starts over again with a 70 hour credit to Vacation Bank.

Vacation and Vacation Bank Examples

Example 1: Starting Vacation 10-Month

A. If an employee is New to CLAS and will be earning Vacation (VA) and participating in the Vacation 10-month plan, establish both the Vacation benefit and the Vacation 10-Month on the B66 screen.

B66 - LEAVE BENEFIT ADD

SSN: 999-99-9999   NAME: CW BROOK
 LB: VACATION

ELIGIBLE PSNS: 1

	BEGIN LV PRD	END LV PRD	-----COMMENTS-----
ESTABLISHMENT PERIOD	_08_ _15_	_99_ _99_	
WAITING PERIOD	____ ____	____ ____	END DATE: ___ ___ ___
NON-STANDARD RATE	____ ____	____ ____	RATE: _____
VAC 10-MONTH	_08_ _15_	_99_ _99_	

B. If the Vacation benefit is on the B20 Screen and is already established, add the Vacation 10-Month leave periods on the B76 – Vacation 10-Month Maintenance Screen.

B76 - VACATION 10-MONTH MAINTENANCE

SSN: 999-99-9999   NAME: CW BROOK
   LB: VACATION

ACTION	--ESTABLISHMENT PERIOD---		---VACATION 10-MONTH---	
(A/M/D)	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD
A	08 07	99 99	**08/15**	**99/99**

Example 2: Posting Time to Vacation Bank

For employees who have Vacation 10-Month established in late August the SCO will automatically post the Vacation Bank - Earn (VB05) transaction of 70 hours. If an employee is not included in this automatic update, post the Earn (05) transaction for 70 hours to Vacation Bank (VB) manually, using the B50 screen.

B50 - LEAVE BENEFIT TRANSACTION ENTRY

SSN: 999-99-9999   NAME: CW BROOK
   LB: VACATION BANK   PSN SEQ: 01   EMPLOYER:

CURRENT BALANCE FOR 08/15:

LV PRD	TRANS CODE	AMOUNT	------TRANSFER INFO------		
			SSN	LB	TIMEBANK
08 / 15 VB	**05**	**70.00**			

Example 3: Ending Vacation Bank

If the employee is no longer eligible to participate in the Vacation 10-Month Plan and continues to accrue Vacation, you must enter an End Leave Period for Vacation 10-Month on the B76 screen, so that the employee's accruals will post for the standard rate. SCO will transfer the remaining VB balance to VA in August, if the Vacation10-Month does not have an End Leave Period.

B76 - VACATION 10-MONTH MAINTENANCE

SSN: 999-99-9999   NAME: CW BROOK
   LB: VACATION

ACTION	--ESTABLISHMENT PERIOD---		---VACATION 10-MONTH---	
(A/M/D)	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD
M	09 07	99 99	08/15	**04/16**

Vacation Bank for Employees on Annual Leave

The SCO does not perform updates to Annual Leave for employees who are on Vacation Bank; therefore, you must make these updates manually, as follows. If an employee is entitled to Vacation 10-Month and is on the Annual Leave (AL) program, set up a Non-Standard Rate for AL, using the B70 - NON-STANDARD RATE MAINTENANCE screen. Add a Non-Standard Rate at the beginning of the school year, with a Begin Leave Period of August; and with an End Leave Period of May the end of the school year. (NOTE: This is done each year the employee is on Annual Leave and participating in Vacation 10-Month.) To calculate the Non-Standard Rate, deduct 7 hours from the employee's standard accrual rate. Post a credit of 70 hours to VB every August, as well, using the B50 - LEAVE BENEFIT TRANSACTION ENTRY screen. In August, if the employee has not used all of the VB hours, or if an employee is no longer entitled to Vacation 10-Month, and stays in the Annual Leave Program, transfer the VB balance over to AL.

Annual Leave Examples:

Example 1: Adding a Non-Standard Rate to Annual Leave and Posting to Vacation Bank

Step 1
Employee is new to state service and accrual amounts are 15 hours per month; therefore, you must establish a Non-Standard Rate of 8 to deduct the 7 hours per month. The BEG LV PRD will be the start of the school year (August). The END LV PRD should be the end of the school year (May).

B70 - NON-STANDARD RATE MAINTENANCE

SSN: 999-99-9999   NAME: CW BROOK
  LB: ANNUAL LEAVE   PSN SEQ: 01   EMPLOYER:

ACTION (A/M/D)	--ESTABLISHMENT PERIOD---		----------NON-STANDARD----------		
	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD	RATE
A	08 15	99 99	**08/15**	**05/16**	**8**

Step 2
After setting up the Non-Standard Rate, post the 70 hours of Earn to VB, using the B50 Screen. Post the transaction to the beginning of the school year (August).

B50 - LEAVE BENEFIT TRANSACTION ENTRY

SSN: 999-99-9999   NAME: CW BROOK
  LB: VACATION BANK   PSN SEQ: 01   EMPLOYER:

CURRENT BALANCE FOR 08/15:

LV PRD	TRANS CODE	AMOUNT	----------TRANSFER INFO----------		
			SSN	LB	TIMEBANK
08 / 15	VB **05**	**70.00**			

Example 2: Transferring VB to AL

Step 1
At the end of the school year (May), if VB has a balance greater than zero key a "Transfer to (AL)" transaction to VB.

B50 - LEAVE BENEFIT TRANSACTION ENTRY

SSN: 999-99-9999   NAME: CW BROOK
    LB: VACATION BANK   PSN SEQ: 01   EMPLOYER:

CURRENT BALANCE FOR 05/16: 49.00

LV PRD	TRANS CODE	AMOUNT	------TRANSFER INFO------ SSN	LB	TIMEBANK
05/16	VB __46_	__49__	_____	__AL__	____

Step 2
Next, key a "Transfer from (VB)" transaction to AL.

B50 - LEAVE BENEFIT TRANSACTION ENTRY

SSN: 999-99-9999   NAME: CW BROOK
    LB: ANNUAL LEAVE   PSN SEQ: 01   EMPLOYER:

CURRENT BALANCE FOR 05/16: 113.5

LV PRD	TRANS CODE	AMOUNT	------TRANSFER INFO------ SSN	LB	TIMEBANK
05/16	AL __47__	__49__	_____	__VB__	____

Employee transfers to another department or different position

If an employee transfers to another department other than a DOE Special School or to a class code that is not entitled to Vacation 10-Month, transfer the VB over to the Vacation or Annual Leave benefit based on the program the employee is currently in.

In addition, since the credit of 70 hours is posted before the employee accrues the time, deduct any accruals not yet earned from the 70 hours to determine the amount of hours to be transferred.