

Human Resource Letter No. 11-14
Change in the Method of Calculating Leave Without Pay
July 11, 2011

The Office of the Comptroller General has issued a change in the method of calculating leave without pay. Due to the fluctuating number of days in pay periods, the current method of calculating leave without pay may result in errors within the South Carolina Enterprise Information System (SCEIS). The new method will take into account the scheduled hours within the pay period. Below are the formulas that were previously used and the new formulas.

Based on current policy, SCEIS calculates Leave Without Pay (LWOP) as follows:

LWOP (before 07/17/2011)

$$\text{Absence Hours} \times \text{Hourly Rate} = \text{Value of LWOP}$$

Semi-Monthly Payment with LWOP (before 07/17/2011)

$$\text{Semi-Monthly Salary} - \text{Value of LWOP} = \text{Reduced Semi-Monthly Payment}$$

Effective 07/17/2011, the new formula for calculating LWOP will be as follows:

LWOP (starting 07/17/2011)

$$\text{LWOP Hours} \times \text{Semi-Monthly Salary} = \text{Value of LWOP Scheduled Hours}^*$$

Semi-Monthly Payment with LWOP (starting 07/17/2011)

$$\text{Working Hours}^* - \text{LWOP Hours} \times 100,000^{**} = \% \text{ of Hours Factor Scheduled Hours}^*$$

$$\% \text{ of Hours Factor} \times \text{Semi-Monthly Salary} = \text{Reduced Semi-Monthly Payment } 100,000^{**}$$

* Scheduled Hours are the number of hours in the pay period. Working Hours are the number of working hours in the pay period which varies from Scheduled Hours only when an employee is hired or separated within the pay period. Scheduled Hours and Working Hours are the same unless the employee is separated or hired within the pay period.

** 100,000 is used as a rounding factor to increase the accuracy of the numbers. It will reduce rounding errors. In the formula, we multiply by the factor, and then divide by the factor.

The new method of computing leave without pay will begin July 17, 2011 with the first payroll including the new rules on August 16, 2011. Should you have any questions, please contact me at 803-737-5671 or cbfloyd@wcc.sc.gov.

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