State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: **Chief Payroll Officers**
All State Agencies

DATE: October 31, 2012

FROM: **Louise M. Anderson**
Associate Controller - Operations

SUBJECT: **Revised Procedure for Posting Hours for October 29-30, 2012**
CPO 13-06A

Per the Compensation Policy dated 10/31/2012, employees will charge one of the following;

● Any hours physically worked during a regular scheduled shift on Monday, 10/29/2012 or during a regular scheduled shift up to 3 PM on Tuesday, 10/30/2012 will code Holiday Straight Standard (HS) or Holiday Straight Non-Standard (HN) for the hours worked.

● Any hours not worked related to their regular scheduled shifts should be coded as Administrative Leave (A).

Administrative leave will be paid out at straight time. For every (HS) or (HN) hour posted, the employee will be paid one extra half hour for pay period 9 (check date 11/9/12). For example: An employee who worked 8 AM to 12 PM would charge 4 hours HS/HN and 3 hours Administrative Leave. They will be paid for 4 hours at time and one half (or the equivalent of 6 hours straight time) and 3 hours straight time for a total of 9 hours at straight time.

Any hours worked on Monday 10/29/12 through 3 PM on Tuesday 10/30/12 that are not part of an employee's regular scheduled work shift will be coded as usual.

This does not apply to the RI Brotherhood of Correctional Officers.