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October 31, 1990

COMPTROLLER'S MEMORANDUM NO. 1990-25

TO: Heads of Departments

ATTN.: Personnel/Payroll Offices

FROM: Russel S. Nagata, Comptroller

SUBJECT: Holidays in Workers' Compensation Periods

The purpose of this memorandum is to provide a current reminder to personnel and payroll staffs involved in computations of workers' compensation and related leave credit accumulations. The reminder is directed toward the effect of a holiday occurring within a payroll period for which workers' compensation is paid.

Workers' compensation is by law computed on a weekly basis and is paid for all calendar days of absence, including any weekends and holidays that fall within the period of absence. A holiday is therefore covered by workers' compensation in the same manner as a working day. There is no provision or authorization for making an additional payment for the holiday, other than as provided below.

Under the separate law that provides for full wage loss replacement by supplementing workers' compensation with sick leave pay and vacation leave pay, the leave pay required for full replacement must be converted to sick leave credits and vacation leave credits so that the credits can be subtracted from the employee's accumulation of credits. This conversion is calculated by dividing the leave pay by the employee's hourly rate according to the employee's Form 5.

Similarly, when there are insufficient credits for full wage loss replacement, only the available leave credits are paid at the employee's calculated rate. For example, in the 2nd-half of August 1990, in which there was a holiday on August 17th, an employee who was on workers' compensation during the period but who had no leave credits accumulated at the beginning of the period would be paid (in addition to the workers' compensation) only for the sick leave credits and vacation leave credits accumulated during that payroll period.

This reminder is general in nature. If there are particular staff questions on the subject that need further explanation, your staff should contact our Central Payroll staff at the numbers listed in the State government telephone directory.

RUSSEL S. NAGATA
Comptroller