

HUMAN RESOURCES MEMORANDUM 09-005	DATE ISSUED: 02/09/2009
SUBJECT: SEPARATING EMPLOYEES ELECTING DEFERRAL OF LEAVE CREDITS INTO 2009 TAX YEAR	REFERENCE: None
TO: Managers, Supervisors, Personnel Liaisons, and Attendance Clerks	SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this Human Resources (HR) Memorandum is to inform employees of a change in Internal Revenue Code (IRC Section 415). IRC Section 415 does not allow employees who separate between January 1 through October 31 to defer any compensation into the next tax year.

Who is Affected

Employees who separated prior to November 1, 2008, are not able to defer their unused qualifying accrued leave (i.e., vacation, annual leave, holiday leave, or other time to which the employee was entitled compensation) to Savings Plus in 2009.

Reimbursement of Deposits into Savings Plus Program

Employees who separated from January 1, 2008, through October 31, 2008, and submitted a request to transfer their leave credits into Savings Plus in 2009, were issued a cash payment for those leave credits. The cash payment was issued last month.

Contact

Questions regarding this HR memorandum should be directed to your assigned Personnel Analyst.

/s/

MARIA J. LOPEZ, Manager
Personnel Operations Section

MJL/kits