



State of Louisiana
Division of Administration
Office of State Uniform Payroll

THIS MEMO HAS BEEN REPLACED BY MEMO# 2012-02
May 22, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-37

TO: ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Update to OSUP Memorandum #2004-35
OSUP Policy on Annual Leave Buy-Back and
Annual Leave Paid in Error

This memo replaces OSUP Memo #2004-35, OSUP Policy on Annual Leave Buy-Back and Annual Leave Paid in Error.

Two separate and distinct situations can occur involving annual leave paid out that needs to be recovered:

- **Employee Returns to Work** – This situation involves employees who are paid annual leave at separation and are later reemployed and the number of leave hours paid is greater than the hours of separation.
- **Employee is Paid Annual Leave in Error** – This situation occurs when an employee was paid annual leave in error (e.g., the losing agency was not aware that the employee was transferring and incorrectly paid out leave).

Agencies should use the attached procedures, “Annual Leave Buy Back” and “Annual Leave Paid in Error”, when handling these types of overpayments. A flowchart summarizing each process is included in these procedures.

The Office of State Uniform Payroll (OSUP) Garnishment Administration Unit is responsible for creating ISIS HR system entries for recoupment of annual leave buy back and annual leave paid in error. Please contact a member of OSUP’s Garnishment Administration Unit at (225) 342-5332 or email at _DOA-OSUP-GARN@LA.GOV if you have any questions.

JWC:LAO

Attachment:
Annual Leave Buy Back Procedures
Annual Leave Paid in Error Procedures