



DON SIEGELMAN
Governor

HENRY C. MABRY, III
Director of Finance

**STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF STATE COMPTROLLER**

RSA Union Building
100 North Union Street, Suite 220
Montgomery, Alabama 36130-2602
Telephone: (334) 242-7050
FAX: (334) 242-2440

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ROBERT L. CHILDREE
State Comptroller

M E M O R A N D U M

TO: All Departments, Agencies and Boards
ATTENTION: Fiscal and Payroll Officers

FROM: Robert L. Childree
State Comptroller

Subject: Changes in Procedures for Longevity Pay

On April 20, 1988, the State Comptroller's Office issued a memorandum clarifying the treatment of "Service time" for longevity pay purposes in situations involving employees who are on extended military leave without pay. Due to the large number of State employees who are either in this status or will be in the near future, the rules governing this status should be re-stated.

Since the longevity payment is based on the number of years' service and service time essentially occurs with the passage of time rather than being based on experience or job performance, military leave without pay must be included toward "service time" when computing the length of service for longevity pay purposes.

If any employee was excluded from longevity pay or if the amount of the longevity pay was reduced due to the military service time on leave without pay, you should correct the situation immediately. The employees' "longevity counter" should be increased to include any time spent in military service while on leave without pay from the employment with the State of Alabama.

As the payroll system cannot distinguish long leave without pay from military leave without pay, a one-time payment form must be completed and forwarded to the Comptroller's Office no later than December 2, 2002, to insure payment. These forms may also be faxed to (334) 242-3905.

If you have additional questions or need further information, please contact the GHRs Hot-line at (334) 242-2188.

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