



TO: AGENCY PERSONNEL ADMINISTRATORS

RE: GENERAL LETTER NO. 217-A – REVISED
REINSTATEMENT FROM MEDICAL OR MATERNITY LEAVE ON A PART-TIME BASIS

DATE: June 18, 2007

Purpose

General Letter 217-A allows an agency the discretion to effect a temporary change in position status from full-time to part-time to facilitate an employee's return to work on a part-time basis following a medical leave of absence or maternity leave (at the end of the disability period). This is not an entitlement to the employee rather it is an option for an agency. Approval is subject to agency operating needs and certain criteria as it relates to the Federal Family and Medical Leave Act (FMLA) and State C.G.S. §5-248a (Family and medical leave from employment or State FML). This document replaces General Letter No. 217-A dated August 1, 1985.

Authority

The State Personnel Act (Chapter 67 of the Connecticut General Statutes) defines "part-time employee" as "an employee holding a position normally requiring less than thirty-five hours of service in each week". This means 34 or less hours per week. Accordingly, in order to be eligible for pro-rata benefits, the employee's position must be part-time. If the employee's position does not reflect part-time, the employee's leave accruals and benefits may be impacted.

This letter authorizes a change from full-time to part-time employment for employees returning to work following an approved leave of absence for a medical illness or injury or following a maternity leave. Again, a change in work schedule under this General Letter is at the discretion of the agency, on a case-by-case basis, and is subject to an agency's operating needs.

The following applies when an employee is returning from the aforementioned types of leave:

- **Medical Illness or Injury in Conjunction with Federal FMLA** – The employee should exhaust his/her Federal FMLA entitlement, if eligible, before requesting a work schedule change under General Letter 217-A as Federal FMLA allows for intermittent leave and reduced leave schedule. Should the employee need additional time before returning to work on a full-time basis, the requested work schedule change may then be granted under this General Letter.
- **Medical Illness or Injury in Conjunction with State FML** – Because there is no provision under this statute for intermittent use, there is no requirement to exhaust State FML prior to the approval of a part-time schedule under General Letter 217-A.
- **Maternity Leave** – General Letter 217-A may be used for part-time work at the end of the disability period.

This General Letter does not provide for a temporary change in position status following the adoption or foster care of a child.

Procedure

Full-time to Part-time:

When a permanent, full-time employee who has been on a medical leave of absence or maternity leave has been approved to return to work on a part-time basis under General Letter No. 217- A, the appointing authority must convert the position and the employee from full-time to part-time using the following method:

- A Position General Change request must be completed in Core-CT converting the position to part-time for a maximum period of six months. Your DAS HR Liaison and the Office of Policy and Management must approve the transaction. Agencies are advised to reference this General Letter in the justification.
- Upon approval of the Position General Change, enter Data Change/General Data Change in Job Data and change the Full/Part time field to Part time, change the Standard Hours field to the new standard hours and include a six-month (part-time employment) end date in Employment Data – Appointment End Date Field.

Extension of Part-time:

Extensions beyond six months may be requested by the employee and may be approved at the agency level. Extensions may be granted in up to three (3) month increment(s) and up to one year. Again, a change in work schedule under this General Letter is at the discretion of the agency, on a case-by-case basis, and is subject to an agency's operating needs.

- The Appointment End Date Field (on the Employment Data Page in Core-CT) should reflect the expiration date of the last approved extension.

Return to Full-time from Part-time:

When the employee returns to work on a full-time basis, the appointing authority must convert the position and the employee from part-time to full-time using the following method:

- A Position General Change request must be completed in Core-CT converting the position to full-time. Your DAS HR Liaison and the Office of Policy and Management must approve the transaction. Agencies are advised to again reference this General Letter in the justification.
- Upon approval of the Position General Change returning the position to full-time, enter Data Change/General Data Change in Job Data and change the Full/Part time field back to Full time, change the Standard Hours field to the full time value and remove the end date in Employment Data – Appointment End Date Field.

Contact [Shari Grzyb](#) or [Heather Tweeddale](#) of the DAS HR Business Rules and Central Audit Unit with questions concerning the information provided in this General Letter. For questions concerning FMLA and C.G.S. 5-248a, contact [Diane Mazar-Roberts](#) of the DAS Strategic Resources Management Unit.

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