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# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
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603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

November 7, 2014

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, NH 03301

*Retroactive*

**Requested Action**

Authorize the Department of Safety, Division of State Police, to **retroactively** pay Ryan Short for military leave hours not paid in SFY2013 and SFY2014 with SFY 2015 funds for a total of \$4,145.49. Effective upon Governor and Council approval. Funding source: 81% Highway Funds/19% Turnpike Funds.

02-23-23-234015-40030000	Dept. of Safety – Div. of State Police – Traffic Bureau	
010-500100	Personal Services-Perm Class – Regular Officers and Employees	\$3,305.81
060-500606	Benefits-Police Retirement (Perm)	<u>839.68</u>

**TOTAL: \$4,145.49**

**Explanation**

This request is **retroactive** due to an error in the pay code manually entered into the payroll system. The Trooper's military leave was entered into the system as leave without pay rather than military leave. The error was discovered during a routine quality assurance review and comparison of manual records with the system records. Further inquiry revealed a misunderstanding as to the number of days allotted for military leave (i.e., 15 days beginning each October 1<sup>st</sup>) and the number actually used. Clarification has been made to the Division as to the documentation required and the process for being paid for military leave.

Respectfully submitted,

John J. Barthelmes  
Commissioner

