


Department of Finance
&
Baltimore Police Department

Response

OIG Case # 24-0288-C

FROM	NAME & TITLE	Yoanna Moisides, Deputy Director	CITY of BALTIMORE MEMO 
	AGENCY NAME & ADDRESS	Department of Finance Bureau of Accounting and Payroll and Baltimore Police Department	
	SUBJECT	OIG Case #24-0288-C Missing Retiree Leave Payout	

TO Isabel Mercedes Cumming, Inspector General
Office of the Inspector General
100 N. Holliday Street, Suite 635
Baltimore, MD 21202

DATE: December 13, 2023

The OIG received a complain from [REDACTED] a retired officer with the Baltimore Police Department. [REDACTED] indicates that [REDACTED] has not received a leave payout and had 114 days of unused vacation leave that should have been paid out.

The Department of Finance and the Baltimore Police Department reviewed their records and found the following:

- BPD reviewed their records and found no record a leave payout request to Central Payroll. Likewise, Central Payroll found no record of a leave payout request.
- Central Payroll found no related requests in the ticketing system.
- Central Payroll could find no record of a leave payout payment to [REDACTED] in the legacy or current payroll system.
- From the legacy system, Central Payroll identified a leave balance of 111.98 days of vacation as of August 2019. Although that amount was zeroed out in subsequent months (September, October, November), there is not any detail to support that the amount was used and paid out.
- In the legacy system it is possible that the legacy balance inaccurately zeroed out and it was concluded that it was not likely that the entire balance of 111.98 would have been used in one pay period.
- Accordingly, Central Payroll will process a leave payout equal to 111.98 days at the identified rate at the time of separation.

Of note, since 2019 Payroll has implemented several changes to the leave payout request process including the creation of a request process within the current system Workday. Agency partners directly submit the request in Workday allowing for tracking of requests. Additionally, BPD and Payroll meet regularly to track outstanding items and resolve.

As next steps, Central Payroll will contact [REDACTED] by December 15, 2023 to provide an explanation and confirm [REDACTED] current mailing address for check issuance. Thank you for allowing us the opportunity to provide feedback and to resolve this issue for [REDACTED].