

## Establishing Sick Leave while on Annual Leave

When an employee is on the Annual Leave Program they should not be accruing both Annual Leave and Sick Leave. If Sick Leave needs to be established after you set up the Annual Leave Benefit, you will need to do the following to ensure Sick Leave Accruals are turned off. If you fail to follow these instructions, the employee will receive both Annual Leave and Sick Leave accruals in the same leave period.

**Step 1:** Go to the B20 - LEAVE BENEFIT LIST screen and see if Sick Leave has been established in the past 5 years. If Sick Leave is listed on the B20-LEAVE BENEFIT LIST screen, it has been established in the past 5 years.

**Step 2:** If Sick Leave has not been established in the past 5 years go to the B66 - LEAVE BENEFIT ADD screen and enter an establishment period for Sick Leave.

Or

If Sick Leave has been established go to the B68 - LEAVE BENEFIT ESTABLISHMENT PERIOD MAINTENANCE screen and add an establishment period for Sick Leave.

**Step 3:** After you establish Sick Leave go to the B12 - LEAVE BENEFIT DETAIL INQUIRY screen and view the LAST ACCRUAL LV PRD field.

Date in the LAST ACCRUAL LV PRD

LASF002	B12 - LEAVE BENEFIT DETAIL INQUIRY	10/01/15 10:30:01
SSN: 999-99-9999	NAME: AR JOY	
LB: SICK LEAVE	PSN SEQ:	EMPLOYER:
LB TYPE: ACCRUED	STD ACCRUAL RATE:	ELIGIBLE PSNS: 1
BALANCE: 0.000 HOURS	RATE CHG LV PRD:	TIME BASE:
SS BAL: 86	LAST ACCRUAL LV PRD: 03/13	CBID:
	BEGIN LV PRD	END LV PRD
	10/07	04/15
ESTABLISHMENT PERIOD		-----COMMENTS-----
WAITING PERIOD		END DATE:
NONSTD ACCRUAL RATE		RATE:
VAC 10-MONTH		

No Date in the LAST ACCRUAL LV PRD

LASF002	B12 - LEAVE BENEFIT DETAIL INQUIRY	10/01/15
		10:30:01
SSN: 999-99-9999	NAME: AR JOY	
LB: SICK LEAVE	PSN SEQ:	EMPLOYER:
LB TYPE: ACCRUED	STD ACCRUAL RATE:	ELIGIBLE PSNS: 1
BALANCE: 0.000 HOURS	RATE CHG LV PRD:	TIME BASE:
SS BAL: 86	LAST ACCRUAL LV PRD: N/A	CBID:
	BEGIN	END
	LV PRD	LV PRD
		-----COMMENTS-----
ESTABLISHMENT PERIOD	10/07	04/15
WAITING PERIOD		
NONSTD ACCRUAL RATE		END DATE:
VAC 10-MONTH		RATE:

Step 4: If there is a date in the LAST ACCRUAL LV PRD field nothing is required.

If there is no date in the field, go to the B68 - LEAVE BENEFIT ESTABLISHMENT PERIOD MAINTENANCE screen for Annual Leave and delete the Annual Leave establishment period.

Step 5: Then, add the establishment period for Annual Leave back to the benefit. By adding the Annual Leave establishment period it will enter a date on the B12 - LEAVE BENEFIT DETAIL INQUIRY screen in the LAST ACCRUAL LV PRD field, which will prevent the Sick Leave from accruing.

Step 6: Review the B12 - LEAVE BENEFIT DETAIL INQUIRY screen for Sick Leave to verify a date has been enter into the LAST ACCRUAL LV PRD Field.

NOTE: If you set up Annual Leave and Sick Leave at the same time you will need to set up the Sick Leave benefit first followed by the Annual Leave benefit. The addition of the Annual Leave establishment period will turn off the Accruals for the Sick Leave benefit. Verify the Sick Leave accruals have been turned off by going to the B12 - LEAVE BENEFIT DETAIL INQUIRY for Sick Leave and verify there is a date in the LAST ACCRUAL LV PRD field.