

Leave Detail – Annual Leave, Sick Leave, and Comp Time

Leave Calendar Year – May paid June thru April paid May.

240 Cutback – April 30th of each year (this does include leave usage and earnings for the month of April).

Advanced payroll – paychecks dated the first **working** day of the month.

Supplemental payroll – paychecks are dated the 10th of each month. If the 10th falls on a Saturday, Sunday or holiday, the check will be dated the last working day preceding the weekend or holiday (Ex. if the 10th falls on a Sunday the paycheck will be issued and dated the 8th.)

Start Balance - what you started the leave calendar year with.

Earned YTD – accumulated amount of leave that is earned for this leave calendar year.

Taken YTD – accumulated amount of leave that is taken for this leave calendar year.

Adjustments YTD – accumulated corrections that are made to leave balances for this leave calendar year.

Advanced paychecks have leave earnings for the month that is being paid (Ex. July 2004 earnings paid August 2, 2004 include the leave accrued on the July 2004 earnings). Leave taken for the previous month is NOT included in the YTD taken (Ex. Leave taken for July 2004 will not be included on the August 2, 2004 paycheck). Leave taken is a month behind on the advanced payroll.

Supplemental paychecks include both leave earnings and leave usage for the month that the earnings are paid (Ex. July 2004 supplemental payroll will include all leave earned and taken in July 2004).

Ending Balance – Balance as of that check date.

Absence Management Balances – Balances are as of the day of payroll cutoff, usually around the 25th of the month. For current and up-to-date balances you may use the forecast balance link under Absence Balances.

Leave Detail – Family Sick Leave and Military Leave

Leave Calendar Year – January thru December.

Year to Date Used – The amount of leave used for this calendar year.

Family Sick Leave – You may use 80 hours of your sick leave for family sick leave each calendar year. Upon approval of the agency appointing authority or designee, an employee may, per calendar year, take up to an additional ten percent of the employee's accrued sick leave to care for the employee's child, spouse, or parent with a serious health condition.

Military Leave – You may have 160 hours of military leave each calendar year. In the case of a call to active duty other provisions may apply; contact your agency HR/Administrative Officer.