

WCPS FISCAL YEAR ADJUSTED ALLOWANCES FOR SICK AND PERSONAL LEAVE

When an employee is hired or leaves employment with Washington County Public Schools, it is necessary to determine how much sick and personal leave is earned during a partial year of employment. Although the entire balance is credited up front to the employee, but has not been earned, adjustments are necessary if there is a partial year of employment.

The following standards are to be used to make those adjustments:

I. SICK LEAVE – one (1) day for each month of assignment adjusted accordingly

- A. An employee entering the work force on or before the 10th work day of the month receives one day; entering on the 11th work day but before the 15th work day receives a half-day; entering on or after the 15th work day receives no credit for the month.
- B. An employee leaving the work force on or before the 10th work day of the month receives no credit; leaving on the 11th work day or before the 15th work day receives a half-day credit; leaving on or after the 15th work day receives one day credit for the month.
- C. Sick leave used in excess of one (1) day per month of employment shall be regarded as lost time with an appropriate deduction made from the employee's final paycheck.

II. PERSONAL LEAVE – three (3) days adjusted accordingly

- A. An employee entering the workforce during the following dates will be credited personal leave up front as noted below:

Credited upon Beginning Employment:

July 1 to Nov. 1	3 days
Nov. 2 to Feb. 1	2 days
Feb. 2 to May 1	1 day
May 2 to June 30	0 day

- B. An employee leaving the work force during the following dates will have earned personal leave as noted below:

Earned upon Leaving Employment:

July 1 to Nov. 1	0 day
Nov. 2 to Feb. 1	1 day
Feb. 2 to May 1	2 days
May 2 to June 30	3 days

- C. Personal leave used in excess of days earned shall be regarded as lost time with an appropriate deduction made from the employee's final paycheck.

Fiscal year adjusted allowances for sick and personal leave are consistent with long-term practices and this document is used as guidance for the Accounting Department. Questions about these calculations may be directed to Payroll personnel: Payroll Specialist (301) 766-2834 and Assistant Payroll Specialist (301) 766-2833.