Procedures for Payroll Department

Sick Leave Payout

Sick Leave Payout Information
As by Bargaining Unit's Contract

Employee Group	Formula for Sick Leave Dailey Rate	Work Year Maximum Hours	Minimum Rate Per Day	Maximum Payment
ABGW (Buildings and Gourds Warehouse)	.0015 x Annual Salary	N/A N/A	$31.63	$14,000
ATU (Transportation)	.0015 x Annual Salary	N/A N/A	N/A	$14,000
CWA (Custodial)		N/A N/A	$31.63	$14,000
DAEOP	.0015 x Annual Salary		$30.00	$14,000

DCTA (Teachers)	.0015 x Annual Salary	N/A N/A	$90.13	Not to Exceed Work Year
DSLA (Principals)	.0015 x Annual Salary	N/A N/A	$90.13	Not to Exceed Work Year
DSNA (Food Service)	.0015 x Annual Salary	N/A N/A	N/A	$14,000
FMA (Facility Mgr)	.0015 x Annual Salary	N/A N/A	$31.63	$14,000
PARA	Hourly Rate x Number of Hours	N/A N/A	N/A	$14,000

VTF	.0015 x Annual Salary	N/A N/A	N/A	$14,000

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Non-Bargaining Units

Administrators	.0015 x Annual Salary	N/A N/A	$90.13	Not to Exceed Work Year
Military Science	.0015 x Annual Salary	N/A N/A	$76.09	Not to Exceed Work Year
Non-Affiliated	.0015 x Annual Salary	N/A N/A	Steps 1-21 $26.00 Steps 22-30 $36.00	Not to Exceed Work Year
Pro-Tech	.0015 x Annual Salary	N/A N/A	Steps 1-18 $37.00 Steps 19-39 $61.00	Not to Exceed Work Year
Safety and Security		N/A N/A	$36.00	Not to Exceed Work Year

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1. Sick leave days are paid out at a fixed daily rate or at a formula, whichever is greater.
2. Annual salary includes increments, training and longevity, but not stipends. Some ProComp stipends are included - check with ProComp.

3. Employees cannot be paid out more than their contracted work year days.
4. Only employees taking a regular or early retirement get paid out sick leave.
5. Employees are allowed to defer all or part of their sick leave to a TSA or 457 as long as they do not go over TSA and 457 annual limits
6. Sick leave which is paid out in a lump sum is taxed at the supplemental rate
7. All payouts are charged to account number 10-2008417100-9261-1
8. Use Pay Code 1550.
9. Payouts are 6 to 8 weeks after retirement date.

Processing:

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1. Ensure the spreadsheet is received from Benefits prior to end of month processing.
2. Once received, thoroughly review calculations submitted.
3. Cut and paste directly from spreadsheet to Sick Leave Payout template.
   a. This will ensure that the wrong employee is not paid.
   b. This will also ensure that the correct amount is associated with the correct employee.
4. Run a total on the spreadsheet submitted by Benefits and compare to the total on the Sick Leave Payout template; make sure they match.
5. Upload the finalized Sick Leave Payout template to Batch Number 5551
6. Run PR135 audit report, to verify names, just in case the wrong employee number was submitted on the original spreadsheet submitted by Benefits.
7. Verify total on PR37.