

Title	Advanced Sick Leave Process
Version	1.1
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Process Owner	HRIS Module
Dept/Division	Human Resources
Get help with this process	BOR 605-773-3455 USD 605-677-5671
Processes	PEAEMPL
	PHAHOUR
	PHICHEK
	NA
	NA

Description:

Advanced Sick Leave is a leave covered under SDCL

(<http://legis.state.sd.us/statutes/DisplayStatute.aspx?Statute=3-6-8&Type=Statute>) and ARSD (<http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=55:01:22:03&Type=Rule>).

SDCL: 3-6-8. Advance sick leave. Leave of absence for sickness, not exceeding twenty-eight days, may be advanced to an employee who has been in regular and continuous employment of the state for at least one full year if the employee has used up all of his or her accumulated and earned leave of absence for vacation and also for sickness. Any such advance leave of absence for sickness shall be charged against any subsequent leave of absence for sickness as earned by the employee in the succeeding years of state employment. Any such advance leave of absence for sickness is within the discretion of the Bureau of Personnel under rules promulgated by the Career Service Commission pursuant to chapter 1-26, and is authorized only if the bureau's consent and approval has first been obtained.

ARSD: 55:01:22:03. Advanced sick leave. An employee who has been employed by the state in a permanent position for one year or more may request advanced sick leave for not more than 28 days once all other leave is exhausted. An employee requesting advanced sick leave must submit a signed request supported by a statement from the employee's doctor. An employee who is a Christian Scientist may submit a statement from a Christian Scientist practitioner. The request must be approved by the appointing authority and the commissioner before the advance is granted. An employee who terminates employment before advanced sick leave has been repaid must repay the remaining advanced hours at the employee's current rate of pay.

Reference Information:

Tables Used:

PTREARN. PTREARN has an earnings code called SLA. Advanced Sick Leave Paid is the description of the earnings code. It reduces base salary, takes leave from SCAV balance and allows leave to be prorated and at accrue.

Application Forms Used:

PHAHOUR. PHAHOUR documents the use of the earnings SLA. The Supervisor will insert this on the employees timesheet and it will carry into PHAHOUR. HR can also add SLA into NBAJOBS Default Earnings if there are clear timelines that this earnings code would be utilized. By placing it on default earnings, it will auto-populate the timesheet without having the supervisor modify.

PEALEAV. PEALEAV is the form that tracks all leave balances. For the purpose of Advanced Sick Leave, HR once notified of approval from BOR HR, will enter the approved amount into the beginning balance field with comments of date approved. If additional is approved after the initial for that year, then add additional in the accrued field. Form documenting approval should be scanned into Xtender.

PEAFMLA. PEAFMLA is the form that tracks Family Medical Leave. If SLA is used for this purpose, HR will have to update PEALEAV Leave Used to ensure all FMLA is tracked.

Inquiry Forms Used:

PHICHEK. PHICHEK allows HR, Supervisor and the employee through their paystub to document that SLA was used.

PEIATND. PEIATND is an attendance indicator documenting employees leave use.

Related Documents: Not Applicable

Links: Not Applicable

Process Name: Advanced Sick Leave Procedures

Step	Action
1	Institution HR/Payroll puts the approved advanced sick leave amount on the employee's PEALEAV SCAV category. Add a comment referring to BOR approval date.
2	Employee <u>supervisor</u> uses the "Change Record" feature to add the employee's Advanced Sick Leave on the electronic timesheet before approving the timesheet OR HR can add to NBAJOBS Default Earning if there are set dates that have been approved.
3	The earnings code is SLA and should be reported on PHAHOUR and PHICHEK. The balance from PEALEAV will be reduced with this earnings code. SLA auto-populates PHAHOUR from the Timesheet or Default Earnings.
5	When the timesheets are processed for payroll the Current Available of SCAV will be reduced, and the SCAV Taken will increase accordingly. This happens once the SPC runs PHPUPDT.
5	<p>When the employee returns to work (or is no longer taking advanced sick leave) the institution HR/Payroll department removes the monthly accrued sick leave from the employee balance.</p> <ul style="list-style-type: none"> ○ Document in the Change Reason that this is to "Pay back advanced sick leave." ○ This process is repeated each pay period until the full amount of advanced sick "Taken" is paid back to the institution. ○ It may be necessary for HR/Payroll to change the amount of SCAV "Accrued" after the fact if the employee <u>did not use all</u> the approved advanced sick leave. The "Current Available" should equal zero after the employee has used all the advanced sick leave then actually need. They then of course only need to pay back the amount Taken.
6	It may be necessary for HR/Payroll to update PEAFMLA if the advanced

sick leave is used toward FMLA. This adjustment to PEAFMLA may take place as a onetime entry after the employee is finished using advanced sick leave. Document the adjustment reasons on PEAFMLA as appropriate.

Oracle Developer Forms Runtime - Web: Open > PEALEAV

Employee Leave Balances: PEALEAV 7.2 (PROD)

ID:

Leave Category:

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
COMP CompTime	01-JUL-2006	H	1.00	.00	.00	1.00	.00
Change Reason: PH-PUPOT program updated hours accrued, taken and banked.							
MLT Military	10-FEB-2005	H	.00	120.00	.00	120.00	.00
Change Reason: Correct Annual accrual							
SCAV Sick Adv	22-APR-2006	H	50.00	.00	.00	50.00	.00
Change Reason: Balance approved by BOR 4/22/06							

Change Reason, Reason for change to leave balances, will be recorded in leave hist

Record: 4/7

Oracle Developer Forms Runtime - Web: Open > PHICHEK

Check Detail Inquiry: PHICHEK 8.0 (PROD)

ID:

Year: 2008 Payroll ID: MN Payroll Number: 7 Sequence Number: 0

Gross: 947.25 Disposition: 70 Complete

Deductions: 264.37 Unemployment Insurance Weeks:

Net Amount: 682.88 Unemployment Insurance Exception Indicator:

Earnings Information: PHICHEK 8.0 (PROD)

Assignment	Earnings	Shift	Effective Date	Hours or Units	Rate	Amount
UE9383 00	LGE LINGELIG	1	01-JUL-2008	.71	.000000	.00
UE9383 00	LGE LINGELIG	1	22-JUN-2008	.29	.000000	.00
UE9383 00	REG REG PAY	1	01-JUL-2008	7.00	10.887869	76.22
UE9383 00	FMA FMLA ANN	1	22-JUN-2008	27.00	10.887869	293.97
UE9383 00	FMA FMLA ANN	1	01-JUL-2008	7.29	10.887869	79.37
UE9383 00	FMS FMLA SL	1	01-JUL-2008	4.59	10.887869	49.98
UE9383 00	HOL HOLIDAY	1	01-JUL-2008	4.00	10.887869	43.55
UE9383 00	FMC FMLA-CT	1	01-JUL-2008	1.00	10.887869	10.89
UE9383 00	SLA ADV SICK	1	01-JUL-2008	36.12	10.887869	393.27

Record: 1/9