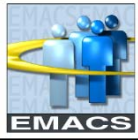


Leave Accrual and Adjustment Worksheet Instructions

This particular leave Accrual and Adjustment Worksheet is for Sick and Vacation **ONLY**. Sick and Vacation have hourly accrual rates for every pay period an employee is paid. That is why it is important to complete this worksheet correctly because it will help you to compute the correct Leave Accruals based on the adjustment that you want to do. Please remember that this is not a stand alone form, it **must** be attached to a PA.

 County of San Bernardino LEAVE ACCRUAL AND ADJUSTMENT WORKSHEET (Sick and Vacation)		
Employee ID <i>1</i>	Rcd No. <i>2</i>	Last Name, First Name <i>3</i>

- | |
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| <ol style="list-style-type: none"> 1. Enter the 5 digit Employee ID 2. Enter the Employee's record number 3. Enter the Employee's Last name and then their First name |
|--|

1. Enter the Pay Period prior to your adjustment. For Example, if you are adjusting leave for Pay Period 7/07, you would enter Pay Period 6/07 here.
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Type of Leave:		SICK	VACATION
PAY PERIOD <i>6/07</i>	Prior Leave Balance:	<i>10.000</i>	<i>10.000</i>
PAY PERIOD <i>7/07</i>	Adjustment +/-	-2.00	2.00
	Subtotal 1 =	12.000	8.000
	Leave Used -	8.00	9.00
PAID HOURS <i>75.00</i>	Subtotal 2 =	4.000	-1.000
	Accrual +/-	3.180	4.328
	Ending Balance =	7.180	3.328

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Type of Leave:		SICK	VACATION
PAY PERIOD 6/07	Prior Leave Balance:	10.000	10.000
PAY PERIOD 7/07	Adjustment +/-	-2.00	2.00
	Subtotal 1 =	12.000	8.000
	Leave Used -	8.00	9.00
	Subtotal 2 =	4.000	-1.000
PAID HOURS 75.00	Accrual +/-	3.180	4.328
	Ending Balance =	7.180	3.328

2. Enter the leave balances for the employee for the Pay Period prior to your adjustment. For example, if you are adjusting leave for Pay Period 7/07, you will enter your ending leave balances for Pay Period 6/07 here.

Type of Leave:		SICK	VACATION
PAY PERIOD 6/07	Prior Leave Balance:	10.000	10.000
PAY PERIOD 7/07	Adjustment +/-	-2.00	2.00
	Subtotal 1 =	12.000	8.000
	Leave Used -	8.00	9.00
	Subtotal 2 =	4.000	-1.000
PAID HOURS 75.00	Accrual +/-	3.180	4.328
	Ending Balance =	7.180	3.328

3. This area is for leave that you are adjusting for a prior pay period. If leave was returned to the employee, the adjustment is Negative (just like requested changes on the PA) if leave was used by the employee, then the adjustment is Positive. In this example, we show 2.00 hours of Sick leave returned for a prior pay period and 2.00 hours of Vacation leave that was used in a prior pay period.

Type of Leave:		SICK	VACATION
PAY PERIOD 6/07	Prior Leave Balance:	10.000	10.000
PAY PERIOD 7/07	Adjustment +/-	-2.00	2.00
	Subtotal 1 =	12.000	8.000
	Leave Used -	8.00	9.00
	Subtotal 2 =	4.000	-1.000
PAID HOURS 75.00	Accrual +/-	3.180	4.328
	Ending Balance =	7.180	3.328

4. Enter the Leave that was used in the pay period that you are adjusting. In this example, 8.00 hours Sick and 9.00 hours Vacation were used in PP 7/07. **This must match the leave used per the Amended TLR**. If this creates a negative like, the Vacation in this example...STOP. You cannot do this adjustment for this amount of leave. If the result is positive, proceed to the next step.

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Type of Leave:		SICK	VACATION
PAY PERIOD 6/07	Prior Leave Balance:	10.000	10.000
PAY PERIOD 7/07	Adjustment +/-	-2.00	2.00
	Subtotal 1 =	12.000	8.000
	Leave Used -	8.00	9.00
	Subtotal 2 =	4.000	-1.000
PAID HOURS 75.00	Accrual +/-	3.180	4.328
	Ending Balance =	7.180	3.328

5. Enter the Pay Period that you are adjusting here. In this example we are adjusting pay period 7/07. Next, enter the number of paid hours here. In this example we are paying the employee a total of 75 hours.

SICK ACCRUALS	
0.0424	←
Hourly Rate	Accrual rate
0.0424	General - 3.392
0.0461	Exempt - 3.69
0.0806	Safety - 6.769
0.0989	Safety - 8.307
0.1172	Safety - 9.846

6. Enter your employees Sick accrual rate at the **RED ARROW**. Below the arrow you will see a break down of the different accrual rates. An employee of the general MOU will accrue Sick at 3.392 hours per pay period (80.00 hours paid time) This means that the employee really accrues .0424 hourly sick accruals. This is **EXTREMELY** important to fill out. When you enter the leave accrual rate here and enter the Paid hours for each pay period on the adjustment, then the worksheet will calculate your accruals for you.

VACATION ACCRUALS General/Safety Mgmt/Exempt	
0.0577	←
Hourly Rate	Accrual rate
0.0385	3.077
0.0577	4.615
0.0769	6.154

7. Enter your employees Vacation accrual rate at the **RED ARROW**. Below the arrow you will see a break down of the different accrual rates. An employee who accrues 3.077 Vacation hours a pay period (80.00 hours paid time) will accrue .0385 Vacation per hour worked and so on. This is **EXTREMELY** important to fill out. When you enter leave accrual rate here and enter the Paid hours for each pay period on the adjustment, then the worksheet will calculate your accruals for you.

ENTER VACATION ACCRUALS IN ONLY 1 BOX, NEVER IN BOTH.

VACATION ACCRUALS Safety	
0.0846	←
Hourly Rate	Accrual rate
0.0846	6.769
0.1038	8.307
0.1231	9.846

8. This field is for **SAFETY EMPLOYEES ONLY**. Enter your employees Vacation accrual rate at the **RED ARROW**. Below the arrow you will see a break down of the different accrual rates. A Safety employee who accrues 6.769 Vacation hours a pay period (80.00 hours paid time) will accrue .0846 Vacation per hour worked and so on. This is **EXTREMELY** important to fill out. When you enter leave accrual rate here and enter the Paid hours for each pay period on the adjustment, then the worksheet will calculate your accruals for you.