



Payroll Information for Employees on Leave FAQ

1) Do I get paid while I am on a Leave of Absence?

A Leave of Absence is without pay unless the specific situation qualifies the employee to use time off. The type(s) of time off that may be used is determined based on the employee's job type and the type of leave being taken. Employees must use earned sick for a serious health condition for themselves or eligible family member. In addition to using earned sick, if an employee will be returning to active status within the current contract year, they may also specify if they would like to use their unearned sick time off. Employees may also elect to use personal time off and/or earned annual time off while on a leave of absence. If personal time off is selected, then both earned and unearned will be used. However, if the employee is not returning in the current contract year, then only earned personal time off will be used. Please note that the time off will continue to be accrued on the first of each month, if the employee remains in a paid status.

Once an employee exhausts all available paid time off, the remainder of the absence would be without pay. Once in an unpaid status, an employee will not receive a bi-weekly pay and will not accrue additional time off.

It is the employee's responsibility to fill out and fully understand the "Request for Leave of Absence Form". The employee must select the appropriate type of time off to use while they are on leave. There can be no changes to the form after the 'Leave Start Date' specified on the form.

2) What if I am a Sick Leave Bank Member?

If an employee is a Sick Leave Bank member, it is the employee's responsibility to contact their Sick Leave Bank administrator prior to going unpaid while on leave. The member should request and submit a Sick Leave Bank Request form. Additional paid time off from the Sick Bank may be granted if approved by the Sick Leave Bank committee.

Sick Leave Bank Administrators

HCEA, HCEA-ESP: Sick Bank Coordinator, (410) 997-3440

AFSCME: Jackie West, (410) 313-7050

EXECUTIVE: Sarah Wilson, (410) 313-8872, sarah.wilson@hcpss.org

HCASA, HCASA-NCS: Sharon Kramer, (443) 286-3089, sharonkramer2010@gmail.com (preferred)

3) What happens if I stay in a paid status throughout my entire absence?

If an employee has enough time off to use, and they are allowed to use it until the end of the absence, then the employee will remain in a paid status. The employee will accrue time off on the first of every contracted month that they remain paid. If the employee is a 10-month employee who has chosen a 12-month pay option, and they are in a paid status at the end of the school year, their pay will continue uninterrupted and will be spread out over the summer months. If the employee is a 10-month employee who has chosen a 10-month pay option, an 11-month employee or a 12-month employee, they will also continue to receive their pay on its usual biweekly schedule.

4) What happens if I go into an unpaid status?

Once an employee exhausts all available paid time off, the remainder of the absence would be without pay. Once in an unpaid status, an employee will not receive a bi-weekly pay and will not accrue additional time off until they return to work.

Escrowed employee who is Not Returning: If the escrowed employee does not return to work in the current school year, they will receive a lump sum payout. The lump sum payout is equal to the amount in their escrow balance. The online salary calculators can provide an estimate of what the escrow balance will be based on the pay period the employee went into unpaid status. The calculators are available in the Canvas, Workday Community Benefits & Pay module.

Non-Escrowed employee who is Not Returning: If the non-escrowed employee does not return to work this school year, they will simply stop receiving pay for any dates on or after the change to an unpaid status.

Escrowed Employee who is Returning: If the escrowed employee returns to work in the current school year, they will remain on unpaid leave until Human Resources is notified and approves a return to work. Once a return to work has been approved and processed by Human Resources, the pay will be re-calculated based on the number of days to be worked for the remainder of the school year. The employee will receive their pay based on the same pay option that they were using before going on unpaid leave (10 or 12 month pay).

There are several factors that impact the actual salary calculations when returning after unpaid leave. These factors are unique for each employee's circumstances:

- Duration of unpaid leave – actual date leave began and ended
- Available time off balance
- Total days worked prior to unpaid leave
- Total salary paid prior to unpaid leave
- Remaining days to be worked upon return from unpaid leave

Non-Escrowed Employee who is Returning: A non-escrowed employee will remain on unpaid leave until Human Resources is notified and approves a return to work. Once a return to work has been approved and processed by Human Resources, the pay will resume as of the date Human Resources provides. The employee will receive their pay at the applicable rate that is in place upon their return.

5) Why did I receive multiple paystubs?

When an employee has a change in status, such as going on or off of leave, Workday calculates a sub-period for the pay that includes the change in status. An employee would receive 1 paystub that includes pay from the period when they were active (before going on leave) and a second paystub that includes pay from the period after their status changed to "on leave". The same is true upon the return from leave, one paystub would include pay from the period when they were on leave, and the second stub would include pay from when they returned.

6) How do I know what my current or projected time off balances are?

Time off balances can be found in the Request Time Off area in Workday. Workday will show what time off has been earned as of the date in the "balance as of" box.

- Current Time Off Balances – enter today's date in the "balance as of" box
- End of Year time Off Balances – enter 6/30/20xx in the "balance as of" box

Please note that after an employee has been officially placed on leave, they may not be able to use this feature to project balances.

If you have additional questions, please contact payroll@hcpss.org.