

Sick Leave

Personal
Leave

Leave Description

Vacation Balance
Sick Leave Balance
Personal Leave Balance
Flex Day Balance

Leave Beginning Balance

300.00
544.00
48.00
16.00

Personal leave is an allocation of your sick time. What this means is that you are allowed to use 6 days of sick time for personal reasons. Taking a sick day for anything but sick is considered fraud!



I don't
get it...

IT'S OK ITS
CONFUSING



Leave Information

Leave Description
Vacation Balance
Sick Leave Balance
Personal Leave Balance
Flex Day Balance

Leave Beginning Balance
56.00
12.00
17.00
0.00

This employee has 17 hours of personal time and 12 hours of sick. She wants to take a 4-day cruise. She will miss two work days to go on the cruise. She fills out her leave form requesting 16 hours of personal time.

!STOP! She does not have enough sick time to cover her leave, she would receive 4 hours of LWOP and possible disciplinary action.

