Sick

Policy Effective Date
01/01/2021

General Information

Policy Name : **Sick**

Policy Description
  Sick (English US)

Employee Service Dates (in priority order)

1.Seniority Date

2.Rehire Date

3.Hire Date

Time is tracked in : Hours

Auto Assignment Criteria for New Hire and Rehire : No, do not assign automatically

Balances and Accruing Time Off

Carryover balances is permitted : **Yes**

When is carryover of balances permitted : **On Specific Date(MM/DD) (1 / 1)**

Accrual Processing

Active Employees : Continue awards as usual

When Employee is on Leave : Put awards on hold

Terminated/Deceased/Retired Employees : Stop Processing

Waiting Period to Accrue Time Off

No waiting period

Carryover

Automatic

Forecasting

Yes

Transfer Balances to Another Policy

No Balance Transfer

Manual transfer anytime (On demand)

Yes

Award Rules and Tiers

One-Time Award Rule(s) : None

Recurring Rule

AwardBased On : Hours Worked

Included Payroll Hours Codes : Overtime , Regular

Award Tiers

Show Hours Worked As : **Range of Hours**

Award Amounts : **% of Hours Worked**

Included pay frequencies : **All pay frequencies**

Hours worked settings

Cap on hours worked : **None**

Maximum carryover to next cycle : **None**

Select hours to carryover : **None**

Reset carryover of the work hours : **None**

Employee Banked Hours

No

Partial Accruals for First Time Awards

Full accrual

Award amounts are tracked in : **Hours**

Hours Worked	Award Amount	Annual Award Max	Min Balance	Max Balance	Max Carryover
			0.0	80.0	80.0
0.0 Hours and up	earns 3.34 % of Hours Worked				

Time Off Request Rules

Allow time off requests on restricted days: **Yes**

Allow time off requests when the balance is below minimum threshold: **No**

Waiting Period to Use Time Off

90 day(s) from employee service date
Print 0 on pay stub during waiting period of 90 Days

Minimum Amount Per Day

None

Minimum Amount Per Request

2.0 Hours

Maximum request in a Day

None

Increment for request amount

None

Reason Codes

1. Sick (Sick)