Sick Leave Buy Back (SLBB) via Employee Self Service (ESS)

Allows for active, eligible employees to sign up for Sick Leave Buy Back via Employee Self Service (ESS).

Employees with good or perfect attendance in a fiscal (school) year may be eligible to "buy back" a portion of unused sick leave as determined in the applicable collective bargaining/meet and confer agreement between your bargaining group and The School Board of Broward County, Florida. In order to qualify for this incentive award, the employee must meet the criteria established for the applicable group as shown in the Sick Leave Buy Back matrix.

- 1) Employees must not have used more sick leave days during the previous school year than permitted by the bargaining or meet and confer agreement.
 - For the provisions of these agreements, personal reasons leave and sick leave are exactly the same. In other words, if the
 employee uses personal reasons leave (SPR) and/or sick leave (SCK, SLO), and exceeds the maximum absences allowed for
 the applicable bargaining group, he/she will not qualify for the award.
 - Use of approved bereavement days per bargaining or meet and confer agreement/Board Policy will not affect award.
- 2) Employees must have a minimum of twenty-five (25) days accumulated sick leave remaining as of June 30th of the previous fiscal (school) year AFTER the deduction for sick leave days chosen for buy back. Refer to the Sick Leave Buy Back matrix to determine the minimum/maximum number of days that can be bought per bargaining or meet and confer group.
- 3) Sick leave days are paid at 80% of the employee's hourly rate as of June 30th of the previous fiscal (school) year, minus applicable taxes.
- 4) Eligible Instructional employees cannot select the number of days to buy back a single "yes" or "no" choice is provided based on the number of sick days used in the previous fiscal (school) year.
- 5) Eligible Non-Instructional employees can select the number of days from the drop down selection.

Please note that:

- Sick Leave Buy Back requests will be processed immediately; the sick leave hours will be deducted from your sick leave quota, and the amount selected will be paid on your next paycheck.
- Eligible employees can submit only one Sick leave Buy Back request per school year.
- All Sick Leave Buy Back requests must be submitted by the published deadline.
- Eligible employees, who are Inactive or Withdrawn, <u>cannot</u> use ESS to submit sick leave buy back request. Inactive or Withdrawn employees must use the "Continuity of Classroom Instruction & Sick Leave Buy Back Request for Payment" form located on the Compensation & HRIS website @ <u>https://www.browardschools.com/Page/39156</u>.
- Please do not make changes to your master data via ESS while payroll checks are being processed, as this may result in locking your record from payroll processing. For best results, changes in ESS should be made between Tuesday and noon on Saturdays.
- To confirm that your browser settings are correct, please visit the Enterprise Resource Planning (ERP) Computer Support page at https://www.browardschools.com/Page/35022.

Please visit the Compensation SLBB website page @ <u>https://www.browardschools.com/Page/39156</u> for additional information. Questions or concerns may be e-mailed to <u>sickleavebuyback@browardschools.com</u> (Please include employee name, personnel number, contact information and school year in e-mail)

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To Create a Sick Leave Buy Back request: Welcome **Enterprise Resource Planning** Sign into the ERP portal with your SAP User ID and 1. mt Support Center 754-321-0411 User ID * Password. ERP Password * BROWARD'S INNOVATIVE TOOL FOR EDUCATION User ID: Your Personnel Number Log on Reset Password Reset Security Question FORGOT PASSWORD? 0 PXXXXXXXX **CAN'T LOGIN?** Entry format example: LOCKED OUT? P00012345 MORE THAN 5 ATTEMPTS WILL LOCK YOU OUT P+8 digit personnel number CLICK "Reset Password" LINK UNDER LOG ON BUTTON 6 FOLLOW STEPS TO RESET AND EXIT Hint: Forgot your password or locked yourself out? Reset by **RE-ENTER BRITE PORTAL & LOGIN** clicking "Reset Password". One Business System for Broward Schools © 2002-2006 SAP AG All Rights Reserved SAP SAP Access Reports & Planning Employee Self-Service | Universal Worklist SBBC Home Click Employee SEBC Home Self Service Select the Employee Self-Service tab. 2. On the Overview page, select the Vacation and Sick Balances tab, or click the link for Vacation and Sick Balances 3. | History_ B Overview Employee Self Service applications provide you with easy access to information and services for employees This page gives you an overview of the entire offering. Vacation and Sick Balances Contact Information Q Search for employees by name and find basic information about colleagues and their position in the company. Maintain your contact information and manage your addresses. nd sick leave quota balances and estimated dollar values. ion regarding sick leave bank membership status and enrollment, and sick leave buy Click the Sick Leave Buy Back link. 4. ent | Career and Job | P | Contact Info ion and Sick Balances \checkmark If you are not eligible you will receive a message stating why you Vacation and Sick Balances Quota Overview View available absence quota are ineligible – balance is too low, used too much sick leave, did Estimated Dollar Values View the estimated dollar value of ac fiscal year). Sick Leave Bank not work a full work calendar, bargaining group is ineligible, etc. ent for the Sick Leave Banks for the 2015-16 Sick Leave Buy Back The selection period for Sick L for the 2014 15 school The system will not allow employees to buy back more days than permitted by bargaining unit agreement. A minimum of 25 days must remain in your balance as of June 30th, after the buy back. If you are an Instructional employee and eligible to buy back sick leave, the Sick Leave Buy Back 5. screen will look like this. Do you want to buy back your allocated sick days? Yes ✓ Click the drop down icon and then click Yes or No No

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- 6. If you are a Non-Instructional employee and eligible to buy back sick leave the screen will look like this.
 - ✓ Click the drop down arrow to view available buy-back quantities.
 - Select the number of days to buy back from the list displayed.
 - ✓ Click the Buy Back Now button. buy
- Review the pop-up message and if correct, click ves to confirm the number of days and dollar amount. If you want to change the number of days or you don't wish to continue, click Cancel.

<u>Note:</u> once <u>ves</u> is clicked, your selection is submitted and the request cannot be changed or cancelled through ESS.

8. Upon submission, a confirmation message will appear at the top of the ESS screen.

For Windows-based machines.

click "Log off" and click Yes

when prompted.

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> An email confirmation will be sent to the employee's email address stored in SAP.

> Optional step: Print a screenshot of the confirmation message as your record of your request.

9. Be sure to log off properly – Close all browser windows of Internet Explorer or quit Firefox completely. Failure to log out of ESS properly can allow others to access your personal information. <u>If someone uses your computer and launches your web browser, they WILL have access to your private data.</u>

FRE

ccess! You are buying back 64.00 hours with a payment of \$ 757.43 and your remaining guota is 748.68

ENTERPRISE RESOURCE PLANNING

Yes No

For Firefox users on a MAC, you must also quit Firefox completely through the
menu path <i>Firefox -> Quit Firefox</i>







