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• Eligible employees, who are **Inactive or Withdrawn,** cannot use ESS to submit sick leave buy back request.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 website @ https://www.browardschools.com/Page/39156.

• 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 @ https://www.browardschools.com/Page/39156 for additional information.
Questions or concerns may be e-mailed to sickleavebuyback@browardschools.com
(Please include employee name, personnel number, contact information and school year in e-mail)

8-9-2019

To Create a Sick Leave Buy Back request:

1. Sign into the ERP portal with your SAP User ID and Password.

   User ID: Your Personnel Number
   PXXXXXXXX
   Entry format example:
   P00012345
   P+ 8 digit personnel number

   Hint: Forgot your password or locked yourself out? Reset by clicking "Reset Password".

2. Select the Employee Self-Service tab.

3. On the Overview page, select the Vacation and Sick Balances tab, or click the link for **Vacation and Sick Balances**

4. Click the Sick Leave Buy Back link.

   ✓ If you are not eligible you will receive a message stating why you are ineligible – balance is too low, used too much sick leave, did not work a full work calendar, bargaining group is ineligible, etc.
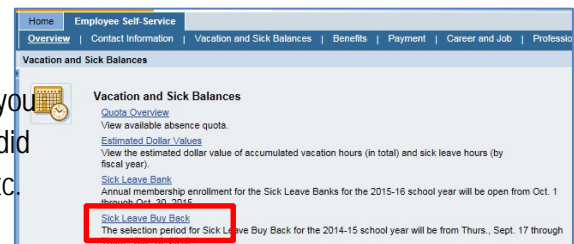
   ✓ The system will not allow employees to buy back more days than permitted by bargaining unit agreement. A minimum of 25 days must remain in your balance as of June 30th, after the buy back.

5. If you are an Instructional employee and eligible to buy back sick leave, the screen will look like this.

   ✓ Click the drop down icon and then click Yes or No

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.
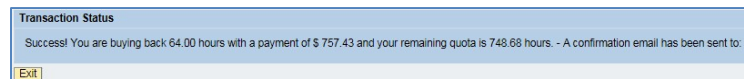   ✓ Click the Buy Back Now button. buy
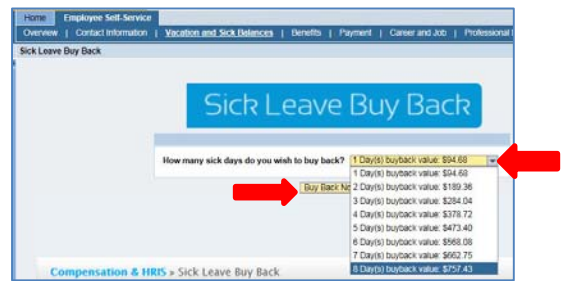
7. Review the pop-up message and if correct, click Yes to confirm the number of days and dollar amount. If you want to change the number of days or you don't wish to continue, click Cancel .
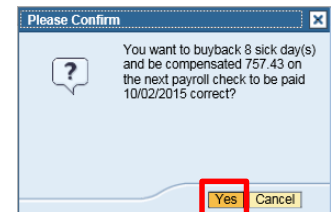
   Note: once Yes is clicked, your selection is submitted and the request **cannot** be changed or cancelled through ESS.

8. Upon submission, a confirmation message will appear at the top of the ESS screen.
   ➢ 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.
   *If someone uses your computer and launches your web browser, they **WILL** have access to your private data.*

   ➢ For Windows-based machines, click "Log off" and click Yes when prompted.
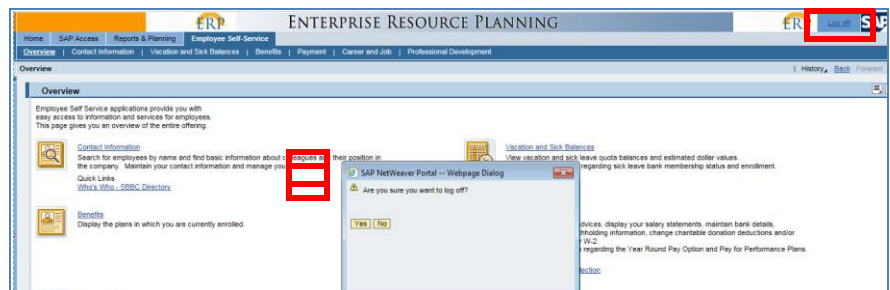
   ➢ For Firefox users on a MAC, you must also quit Firefox completely through the menu path *Firefox -> Quit Firefox*