

Sick Leave Credits



Sick Leave

A regular employee (280 worked hours) accumulates sick leave credits, **at each pay period**, equal to 2.44% of the paid hours (regular, overtime, holidays and even on paid sick leave hours), excluding vacations.



Important

The accumulated sick leave credits of employees must be listed on their pay stub, for each pay period.

EXAMPLE

1st pay period

Period ending on Saturday, July 6

1st Week: 28.0 regular hours
+ 7.0 hours for a holiday
(July 1st)=
35.0 paid hours

2nd Week: 35.0 regular hours

Total: 70 paid hours

Calculation of the sick leave credits for this period:

70 hours X 2.44% = 1.71 sick leave credits

The employee's pay stub will list that he now has a credit of 1.71 of sick leave hours.

2nd pay period

Period ending on Saturday, July 20

1st Week: 33.0 regular hours

2nd Week: 35.0 regular hours

Total: 68 paid hours

Calculation of the sick leave credits for this period:

68.0 hours X 2.44% = 1.66 sick leave credits

The employee's pay stub will list that he has accumulated a credit of 3.37 of sick leave (1.71 + 1.66 = 3.37 hours). As you notice, the sick leave credits are accumulated at each pay period.



Important

The sick leave credits for regular employees are accumulated from **one year to the next**: The accumulated hours must not be set back to zero at the end of the civil year or at the end of October, following the calculation for the payable excess for the sick leave credits.

Sick Leave Credits at the End of October

These credits represent the total number of sick leave hours accumulated by the employee by **October 31st, or the nearest pay period.**

If the calculation has not yet been done, calculate **the total of all paid hours** (including legal holidays, overtime and paid sick leave hours, with the exception of the vacation pay) from the moment an employee has changed his status to a regular employee.

Multiply the total by 2.44% to get the total amount of sick leave credits accumulated by October 31st, or the nearest pay period.

If sick leave hours were paid to the employee during the current period, **deduct** them from the total accumulated sick leave.

EXAMPLE

Calculation of the sick leave hours by October 31st, of the current year, or the nearest pay period, based on your pay register.



Employee

Hiring date: June 1st, of the previous year

Date of status change (280 hours): September 6th, of the previous year

Hours paid in the previous year, since his change of status to regular employee

490 hours



Hours paid in the current year, up to October 31st or the nearest pay period, based on your pay register

1505 hours



Total of the accumulated sick leave credits up to October 31st or the nearest pay period, based on your pay register

1995 hours

X 2.44%

48.68 sick leave credits

Maximum Number of Cumulative Hours at the End of October

In order to calculate the maximum number of cumulative hours, you must add the total of all paid hours in the last 4 weeks of the employee, before October 31st (or the nearest pay period) and multiply the total by 60%.

Attention! These weeks are not necessarily the last 4 calendar weeks prior to October 31st, but rather the last 4 worked weeks for each regular employee.

EXAMPLES

These examples list two employees, one of which did not work during one week and we must back up to the previous week.

Week ending the	Employee 1	Employee 2
October 28	40 hours	20 hours
October 21	26 hours	15 hours
October 14*	40 hours (including holiday hours)	18 hours (including holiday hours)
October 7	not worked	22 hours
September 30	30 hours	
Total	136 hours	75 hours
	X 60%**	X 60%**
Maximum number of cumulative hours for this year	81.6 hours	45 hours
Sick leave credits accumulated by October 31st	76.23 hours	48.68 hours
Payable excess for sick leave credits***	0 hours	3.68 hours

The payable excess for sick leave credits is calculated by deducting the maximum number of cumulative hours of the year from the total sick leave credits accumulated at the end of October.

*Week ending on October 14: include the holiday hours.

**If the employee works 6 days or more per week, you must multiply by 50% instead of 60%.

***The payable excess for sick leave credits should be paid at the latest by December 10th, at the rate in effect on October 31st.



Important Notice

At the latest, by November 30th, the employer must provide the employee, as well as the Parity Committee, a copy of the calculations for the maximum number of cumulative hours for the year as well as the payable excess for the sick leave credits.