State of Wisconsin Department of Administration

Administrative Sabbatical Election Process Job Aid

Version 6.0

Version History

Version	Date	Editor	Description					
1.0	12/14/18	Stacie Happel	Initial Release					
2.0	10/26/20	Brenda Williams	2020 Annual Update					
2.1	10/30/20	Brenda Williams	2020 Annual Update – Additional Sections Added					
3.0	10/15/21	Brenda Williams	2021 Annual Update – Removal of instructions for entry on the Absence Event screen.					
			2021 Annual Update - EEs can cancel own requests. Sabbatical eligibility table now					
3.1	11/15/21	Brenda Williams	referred to as Sabbatical Eligibility amount. Additional clarification to Requesting					
			Change to Sabbatical Eligibility Amounts.					
	12/14/21	Brenda Williams	2021 Annual Update – Update instructions/screen shots for Entering Sabbatical					
3.2			Elections. Added instructions on Reviewing All Sabbatical Elections. Added criteria					
5.2 1			examples for queries.					
2.2	1/4/22	Bronnda Williams	2021 Annual updates – Clarification in Requesting a Sabbatical Election after the Last					
5.5	1/4/22	Brennua williams	Pay Period of the Year has Confirmed					
4.0	10/18/22	Branda Williams	2022 Annual Update and programming enhancements to system calculations of					
4.0	10/10/22	DI Ellud Willidilis	eligible Sabbatical amounts.					
F O	10/2/2022	Branda Williams	2023 Annual update and further programming enhancements to system calculations					
5.0	10/3/2023	DI Ellud Willidilis	of eligible Sabbatical amounts, and additional employee notifications.					
6.0	10/2/2024	Branda Williams	2024 Annual update. System changes for 520-hours of sick leave and Confirmation					
6.0	10/3/2024	Brenda Williams	Statement in ESS.					

NOTES	2
CLARIFICATIONS	3
SEC 704.060 PRORATION SUMMARY	4
REQUESTING A CHANGE TO SABBATICAL ELIGIBILITY AMOUNTS	5
ENROLLMENT PERIOD THROUGH EMPLOYEE SELF SERVICE	6
ENTERING SABBATICAL ELECTIONS AFTER THE ESS PERIOD HAS CLOSED	7
CHANGING SABBATICAL ELECTIONS AFTER THE ESS PERIOD HAS CLOSED	10
REVIEWING SABBATICAL ELECTIONS	
REVIEWING FOR INELIGIBLE SABBATICAL ELECTIONS	12
REQUESTING A SABBATICAL ELECTION AFTER THE LAST PAY PERIOD OF THE YEAR HAS CONFIRMED	15
TRC USED FROM PAYABLE TIME TO CALCULATE ELIGIBLE HOURS	16
SABBATICAL and CASHOUT ELIGIBILITY	
QUERIES	21
WI_ABS_SABB_PRELIM_ELIG WI_ABS_SABB_FINAL_ELIG WI_ABS_SABBATICAL_ELECTIONS WI_ABS_SABBATICAL_NO_ELECTIONS WI_TL_PAYABLE_ELIG_SABB_HOURS WI_ABS_MIDYEAR_FLSA_CHANGE	

Role: Agency Payroll and Benefits Specialist

NOTES:

- What is Sabbatical Leave? Annual leave which was deferred during the year earned to be used in a subsequent year to extend the annual leave, unless used for termination leave. (s. ER 18.01(7), Wis. Adm. Code.)
- The Sabbatical Eligibility amounts (hours) in HCM/STAR lists employees who are eligible to convert unused annual leave (vacation) hours to sabbatical and/or cash pay elections. The amounts have been finalized as of pay period <u>2024B21</u> (October B), 10/5/2024.
- It is recommended that all Sabbatical elections are entered by the employee through Employee Self Service (ESS).
 - The system will not allow the employee to make an election in ESS for more than the current annual leave (vacation) balance. If the annual leave balance drops below the election amount the Sabbatical event will process at the lower annual leave balance. The Cash pay election amount will take priority over the Sabbatical election amount.
 - If an election needs to be changed, and the ESS Sabbatical election period is still open, the employee can cancel their original Sabbatical election (WI_SABBTCL_ELECT) made in ESS using the Cancel Absences tile and then enter a new election in the Sabbatical tile.
- There is no approval needed for the Sabbatical elections. The sabbatical and/or cash pay elections will process in the last pay period of the calendar year and will be included on the employee's final calendar year <u>check dated 12/26/2024</u>.

- If an election needs to be entered or changed after the ESS enrollment period has closed, the agency payroll must make the entries through the Create and Maintain screen in HCM/STAR. (See instructions below.)
- If employees need to use unanticipated leave from <u>12/15 to 12/31/2024</u> and don't have sufficient annual leave balances, they should enter sabbatical for the leave time. Agencies Payroll should not key manual absence adjustments to swap balances. Sabbatical balance will be increased the night of <u>12/17/2024</u>.
- Low Exception:

The Sabbatical Election shows as a Saturday absence, employees that have a work schedule on Saturdays will have a low exception on their timesheet if their sabbatical election exceeds their scheduled hours. You may simply ignore this exception.

exception
Exception Explained
🧷 🔲 😯 🌣 🖬
Exception ID WITLX021
Description
Clone TLX01700, not iclud
Work time has been reported on the same day where a Full Day of absence has
been reported. This does not include time reported as FMLA.

Clarifications:

- For policy refer to Wisconsin Human Resources Handbook Chapter 704 Annual Leave Options.
 - Permanent and Project Crafts workers are not eligible to convert annual leave to sabbatical/termination leave.
 - Weekend Classification workers are not eligible to convert annual leave to sabbatical/termination leave.
- The cash payment option is not prorated. The eligible sabbatical amount is up to 40 hours, not to exceed either the leave option hours generated at the 200 hr. or 216 hr. annual leave accrual rates for the calendar year; or the unused annual leave balance. Cash payments are paid using base hourly rate (add-on pay not included), are not reported as retirement earnings, and may be taxed up to 22%.
- In 2022 the Sabbatical process was enhanced so the Eligible Sabbatical Hours calculated in STAR are now based on actual hours in pay status up to 80 hours in a pay period through the first 21 pay periods (PP1-PP21) + the estimated hours for the remaining 5 pay periods (PP22-PP26) based on their FTE as of the October B payroll.* Agencies no longer need to adjust for LWOP, FTE changes, or part-time employees working above their FTE. We also programmed the system, for employees who have an anniversary that moves them to a new Sabbatical Factor mid-year, that all eligible paid hours in that pay period would be calculated at the new Sabbatical Factor.
- In 2023 we implemented the following changes:
 - The Actual Hours Paid are being pulled from the Payable Time instead of from the Absence Time.
 - We were able to program the system to split the actual hours within the anniversary pay period by prior to/onafter anniversary date using both Sabbatical Factors in the calculation. This gives us the correct eligible hours under each Sabbatical Factor. For employees with more than 80 hours in that pay period, the system counts the actual hours on/after the anniversary date first, and then any remaining hours up to 80 hours from the prior to anniversary date eligible hours.
- In 2024 we have implemented the following change to the 520-hours of sick leave option. The 40 eligible sabbatical hours will be prorated for "part-time" employees based on their actual hours in pay status for the year, regardless of their actual FTE status. This means an employee in a 1.0 FTE position, that is in pay status less than 2080 hours, will receive a pro-rated portion of the 40 hours.

DPM policy has simplified their "interpretation" of the proration rules. All eligible sabbatical hours (40, 60, 80 and 120) will be prorated as described above*. Only employees in pay status 2080 hours or more, receive the full eligible sabbatical hours, with no proration.

• The WI SABBSICK BAL field on the Results by Calendar Group screen in HCM/STAR tracks the employee's eligible sabbatical sick leave balance based on an annual update after the PP21/October B pay period processes. An employee who attains a 520-hour WI_SICK_BAL for the first time midyear but drops below the required sick leave balance when sabbatical eligibility is determined when October B pay period processes, WILL NOT be eligible under the sabbatical 520-hour sick leave option.

- Once an employee has become eligible for the sabbatical 520-hour sick leave option, their balance shown as WI SABBSICK BAL field on the Results by Calendar Group screen will not be reduced even if their sick leave balance drops below the sick leave hour requirement in the future. The employee will <u>remain</u> eligible for the 520-hour sick leave option until they become eligible for another sabbatical leave option, if they remain in a position that is eligible for this provision.
- An employee has a break in service and is rehired mid-year with sufficient continuous service or sick leave balance to be eligible for the Sabbatical Election in the year of rehire.
 - Since the system now bases the eligible sabbatical leave hours on actual paid hours up to 80 hours in a pay period this employee's eligible sabbatical hour will calculate correctly in the year of rehire.
- An unclassified employee that becomes classified for the first time must serve an original 6-month classified position and may not use annual leave during that time except to use annual leave previously accrued in the unclassified or UW position.
 - DPM has determined, the employee may put annual leave into the sabbatical account, because banking the annual leave in sabbatical is not "taking" the annual leave under ER 18.02(3). The term/sabbatical options under ER 18.03(5) do not mention any contingency regarding probation. However, the annual leave converted to sabbatical leave CANNOT be taken as paid time off until after the first 6-months of the original probation are complete.
 - The cash pay election is not allowed since that does use the annual leave rather than transferring it into a different account. Also, there is the concern of potential termination during the 6-months, under ER 18.02(3) terminating employees "have not acquired eligibility to . . . receive any payment for the annual leave credits earned during his 6-month period."

SEC. 704.060 SABBATICAL PRORATION SUMMARY

- 1. The number of <u>eligible sabbatical hours</u> shall be prorated at the pertinent annual leave accrual rate or rates for employees who are in pay status less than 2080 hours during the year (PP1 PP26).
- 2. The number of eligible sabbatical hours shall be prorated for all eligible employees when a new annual leave accrual rate is reached during a year. (Anniversary Year or FLSA change causing movement to a new Sabbatical Factor.)
- 3. 520-hours of sick leave option:
 - a. There is no proration of the 40 eligible sabbatical hours option for <u>full-time</u> employees who reach the 520-hour option for the first time or for <u>full-time</u> employees who reaches the 160 hour annual accrual rate for the first time if the employee is also eligible due to current or past sick leave accumulation of 520 hours. (Full-time is based on actual hours in pay status for a total of 2080 hours or more, not FTE.)
 - b. There will be proration of the 40 eligible sabbatical hours option for <u>part-time</u> employees based on their actual hours in pay status to date and projected hours for the remainder of the calendar year.
 - c. The 40 eligible sabbatical hours will be prorated for "part-time" employees based on their hours in pay status for the year, regardless of their actual FTE. This means an employee in a 1.0 FTE position that is in pay status less than 2080 hours will receive a pro-rated portion of the 40 hours.
- 4. Employees who begin a calendar year at a level not allowing a cash pay election option but reach a cash pay election option during the calendar year may convert to cash pay hours only those sabbatical leave hours generated for use after reaching the cash pay level.
- 5. Eligible cash pay hours option under the 200 hour and 216 hour annual leave accrual rates:
 - a. As of 2021, eligible cash pay hours will no longer be prorated for part-time employees or those in pay status less than 2080 hours.
 - b. Eligible cash pay hours are up to 40 hours, not to exceed either the eligible sabbatical leave hours generated at the 200 hour or 216 hour annual leave accrual rates for the calendar year; or the unused annual leave balance.
- 6. Eligible sabbatical hours and cash pay hours are calculated as whole hours by dropping fractions of an hour. (Round down.)

SABBATICAL LEAVE OPTIONS AND FACTORS

Sabbatical Leave Options	Sabbatical Factors	Exempt	Nonexempt	Vacation Factors
40 hour rato*	0.010221	5-11 vrs	10-19 yrs	*104, *120, *144,
40-nour rate	0.019231	5-14 yrs.	10-19 yrs.	100, 170 & 184
60-hour rate (40 hrs Cash Option)	0.028846	Troopers	Troopers	Troopers
80-hour rate (40 hrs Cash Option)	0.038462	15-19 yrs.	20-24 yrs.	200
120-hour rate (40 hrs Cash Option)	0.057692	20+ yrs.	25+ yrs.	216

*520-hour Sick Leave Option

REQUESTING CHANGE TO SABBATICAL ELIGIBILITY AMOUNTS

The sabbatical eligibility amounts in HCM/STAR are used to forecast a Sabbatical election. The following situations require the Sabbatical eligibility amounts to be adjusted by DOA CP.

- 1. Employees in multiple part-time appointments will have leave eligibility in each Empl Record. DOA CP will make the updates to the Sabbatical amounts that are required
 - a. DOA CP will review these employees to ensure the combined Eligible Sabbatical Hours and Cash Hours do not exceed the maximum eligible hours allowed.
 - b. DOA CP will move all eligible Sabbatical Hours and Cash Hours to the lowest eligible Empl Record. The employee makes one election that includes eligible hours from all eligible positions.

The following situations require agency payroll staff to manually calculate annual leave prorations using the Eligibility Change Request worksheet:

- 1. Employees who have had a FLSA change in the current calendar year should have their Sabbatical eligibility prorated based on the change.
 - a. Use WI_ABS_MIDYEAR_FLSA_CHANGE query to identify these employees. Instructions on working this query are included on the Sabbatical Eligibility Change Request worksheet.
 - DPM is requiring agencies to account for any <u>known</u> FTE and/or FLSA changes for the 5 remaining pay periods (PP22-26). Unanticipated changes to FTE and/or FLSA discovered after the 11/29/2024 worksheet due date does not need to be reported.
- 2. An employee has 2 positions where one is on a LOA to fill a project or unclassified position and the other is the active project or unclassified position, submit a request to remove the eligibility from the LOA position. The eligibility should be assigned to the active project or unclassified appointment.
- 3. An employee has a break in service and is rehired after Oct B or the employee transfers from an affiliate after Oct B but has sufficient prior continuous service or sick leave balance to be eligible for the Sabbatical Eligibility.
- An employee swaps leave to increase their annual leave (vacation) balance; or to increase their sick leave balance to meet the 520-hour sick leave requirement for the first time by the October B payroll. Leave swaps must be entered by 12/01/2024.

The instructions and the Sabbatical Eligibility Change Request worksheet are provided with the Procedures for Processing Sabbatical and Cash Pay Elections memo sent to the DOA DL Payroll Statewide Agency Distribution list in mid-October. The worksheet includes the calculations and examples for requesting changes to the sabbatical eligibility amounts. Please try to have most of your initial reviews completed and requests for changes **submitted by 11/8/2024**, which will allow DOA CP to key the changes before ESS opens, since changes could require the employee to resubmit their elections. Please submit to: <u>doacentralpayroll@wisconsin.gov</u>, <u>as soon as possible, but no later than 11/29/2024</u>.

Note: The Investment Board does not use the Absence module in HCM/STAR and the Wisconsin Court System does not use the ESS process for Sabbatical Election. Neither group need to use the Change Request worksheet.

ENROLLMENT PERIOD THROUGH EMPLOYEE SELF SERVICE

The 2024 enrollment period will be 11/13 to 12/04/2024. All employees should enter their sabbatical options directly into HCM/STAR through Employee Self Service (ESS). The Sabbatical announcement can be seen on the Announcement tile in ESS. The announcement will have a link to the ESS Sabbatical/Cash Pay Elections Job Aid. There will be two automated email announcements sent to eligible employees. See below for additional information.

Only elections entered through ESS will create a Sabbatical Confirmation Statement. When an employee makes their election a confirmation statement is immediately generated and available for the employee to see within HCM ESS. A separate email is not generated to the employee. Confirmation statements are not generated through administrative entries which is why ESS entries should be made whenever possible.

In 2024 we created in ESS > My Payroll a new tile called "Sabbatical Confirmation Statmt" which provides a historical lookback at the employees' confirmation statements for elections made through ESS. The tile is available year-round.

Agency payroll staff can view these statements as well under the Reports & Queries header:



Note: Wisconsin Court System does not use the ESS process for Sabbatical Election.

Automated Email Announcement of Eligibility – Employee Messaging

We will be sending automated email messages to eligible employees as follows:

1. November 13, 2024

You are receiving this email because you are eligible for the Sabbatical Election, which allows you to convert eligible 2024 vacation hours to sabbatical leave. The election period is open in Employee Self Service (ESS) from November 13 to December 4, 2024. If you intend to make an election, you must enter your sabbatical election no later than Wednesday, December 4, 2024.

Vacation hours converted to Sabbatical leave can be carried over year to year without restriction, eliminating the concern of losing unused vacation. Sabbatical leave can be used in a subsequent year, be used to extend a termination date, or be paid out as a lump sum payment upon termination. Vacation and sabbatical balances will be updated on December 18, 2024.

If you are also eligible for the cash payment option and you elect to convert eligible 2024 vacation to cash, you will receive payment on the December 26, 2024, check date. Sabbatical cash payments are paid using your base hourly rate (excludes any add-on pay), are not reported as retirement earnings, and may be taxed up to 22%. If you are eligible for this option, it will be indicated on the sabbatical election page.

At the time you make the election, ESS will not allow you to elect more than the current vacation balance. If the vacation balance drops below the elected amount at the time of processing, your conversion amount will be reduced to stay within the available vacation balance. The cash pay election amount will take priority over the Sabbatical election amount.

2. December 1, 2024

You are receiving this email because you are eligible for the Sabbatical Election. The election period is closing in Employee Self Service as of the end of the day on December 4, 2024. We show a Sabbatical election has not been made yet. In ESS click on the "My Time" tile, then click on the "Sabbatical" tile for more detail.

Agencies can use the following queries to pull a list of employees that received the emails. 11/13/2024 - WI_ABS_SABB_EMAIL_AUDIT1-24 12/1/2024 - WI_ABS_SABB_EMAIL_AUDIT2-24

ENTERING SABBATICAL ELECTIONS AFTER THE ESS PERIOD HAS CLOSED

We encourage employees to use ESS in making their election, but if you have an employee that is on LOA or otherwise do not have access to ESS, you may make the entry for the employee. You do not need to wait until the ESS period is closed.

Use the Create and Maintain Absences screen:

Navigation using tiles:									
 Workforce Administrator 	Pay	roll	III Maintain Absences						
Payroll		Absence Management	Absence Event						
		_	Create and Maintain Absences						
• (3) •			Assign Entitlements and Takes						
			Adjust Absence Balances						

Navigation from NavBar: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences

Step 1 -> Click on "Personalize".

(If you have not removed this personalization from last year, this should still exist for you, and you can skip to Step 4.)

	Create and Maintain Absence Requests																
	> Search																
1	Concept Requests																
	Personalize	tonel informet	ton Over	ride Process	Porecast	Connenta	Demographi	e 10						14 4	1141 4	5 K I V	lau Al
1	Zoon Absence Requests		Errol Record	July Title	-Start Date ~	"End i	Dum	Waterso Name -	Reason	Duration	Attachement	Debras	Original Begin Date	Entry	Distan	Weist	
	Download Absence Requests Table to Evol		0 Q.			1	111	¥	۷		VeniAdd		Ħ		New		۰.

Step 2 -> On the Column Order table select "Config Decimal 1" and "Config Decimal 2" and use the up arrow to move them below "Empl Record". Scroll to the bottom and click "OK".



Step 3 -> Click on the "+" button to the right to add more rows if entering more than one employee.

A	bsence Rec	quests												Pers	onalize Find	View All 💷		First 🕚 1 of 1 🕚	Last
1	Absence Det	ail Partial Day	Additiona	I Information	Override	Process	Forecast	Comments	Demographic		_								
	Select	*Employee ID	Name	Empl Record	Co Decin	onfig Confi mal 1	ig Decimal 2	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Balance	Original Begin	Entry Source	Status	Void	
		Q	Name	0 Q					Ħ	j.	•	•			Ħ		New		• •

Step 4 -> Determine the number of additional rows you would like to add and click "OK". It is recommended not to exceed 20 rows at a time or forecasting will take longer.

wi.gov needs some information	× .
Script Prompt: Enter number of rows to add:	OK Cancel
(9)	

Step 5 -> Complete the election entries:

Use the following checklist to avoid receiving an ineligible message:

- Make sure the elections entered do not exceed the Sabbatical Eligible amounts.
- Make sure the total amount elected does not exceed the current vacation balance shown on the page.
- Key entries in whole hours.
- Use the correct Begin/Start Date of 12/14/2024 (end of PP26).

Absence	Requests									
T (Q									
Abse	nce Detail	Partial Days	Additional Inform	ation Overr	ide Process	Forecast	Comments	Demographic	▶	
Se	lect	*Employee ID	Name	Empl Record	Config Decimal 1	Config Decimal	Job Title≜	*Start Date	*End Date	*Absence Name
	•	1 ,	2	<u>0</u> Q	2	3		4		5 -

- 1. Enter the employee's Empl ID & Empl Record. The Name and Job Title will automatically fill in.
- 2. Config Decimal 1 = Total election hours (both sabbatical and cash)
- 3. Config Decimal 2 = Cash election hours (left blank if no cash election)
- 4. Start Date *must* be 12/14/2024.
- 5. Select "Sabbatical Election" for the Absence Name. The current (vacation) balance will automatically fill in.

						•							
Absence	Requests											Perso	nalize Find
Absence	Detail Partial Day	ys Additional I	nformation	Override Pro	cess Forecast	Comments	Demographic						
Select	*Employee ID	Name	Empl Record	Config Decimal 1	Config Decimal 2	Job Title	*Start Date	*End Date	Original Begin Date	*Absence Name	Reason	Duration	Balance
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V	1000x Q		0 Q	13.000000			12/10/2016 🕅	12/10/2016 🗃	B	Sabbatical I V	~	0 Hours	32.63 Hours
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N	1000 : Q	ternet Second	0 Q	40.000000		Accession and	12/10/2016 🕅	12/10/2016 🕅	Ħ	Sabbatical I 🗸	~	0 Hours	101.75 Hours
	Deselect All y Absence	Delete											

Step 6 -> Once all the elections are entered for employees in these newly created rows, click "Select All" at the bottom left corner:

Step 7 -> Once all employees have a check in the Select box, click the "Forecast & Submit" button at the bottom of the page.

Forecast & Submit	

•	Click "Yes" on this pop-up:
Message	
In order to provide Yes	accurate Forecast Results, the system will save the all Absence Requests. Would you like to continue?

All elections should be Eligible and Approved. If they are not, see "<u>Reviewing Ineligible Sabbatical Elections</u>" for troubleshooting.

CHANGING SABBATICAL ELECTIONS AFTER THE ESS PERIOD HAS CLOSED

Use Create and Maintain Absences screen:

Navigation using NavBar: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences. Navigation using tiles can be found under the earlier Use the Create & Maintain Absence Screen section.

Step 1 -> Expand the search area by clicking the arrow in front of the word Search:

Create and Mai	Create and Maintain Absence Requests																	
Search																		
Absence Requests																		
T, Q															14	1-1 of 1	→ → I V	iew All
Absence Detail	Partial Days	Additional Informatio	n Override	Process	Forecast	Comments	Demographic +											
Select	*Employee ID	Name	Empl Record	Config Decimal 1	Config Decimal 2	Job Title≜	*Start Date 🗠	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void	
	٩	Name	0 Q				Î	Ē	~	~		View/Add		Ħ		New		+.

Step 2 -> Complete the search parameters:

Create and Maintain Ab	sence Requests		
Search			
Work Flow Statu	s v		
Trom Date	te III	Through Date	31
2 Employee I	DQ	Employee Record	
3 Absence Nam	eW_SABBTCL_ELECT	Sabbatical Election	

1. Enter the valid sabbatical election date in both the "From Date" and "Through Date", which is 12/14/2024.

- 2. Enter the Employee ID and Employee Record you wish to change.
- 3. Select WI_SABBTCL_ELECT for the "Absence Name".

Step 3: -> Change Config Decimal 1 (Total election hours (both sabbatical *and* cash) and/or Config Decimal 2 (Cash election hours {left blank if no cash election}) as appropriate. If you need to set the Config columns up, refer to pg. 6 instructions.

Absence R	Absence Requests												
Absence D	Absence Detail Partial Days Additional Information Override Process Forecast Comments Demographic TTT												
Select	*Employee ID	Name	Empl Record	Job Title	Config Decimal 1	Config Decimal 2	*Start Date 🔺	*End Date	*Absence Name	Reason	Duration	Balance	Original Begin Date
	٩	And the	0 Q	23. ²⁴	96.000000	32.000000	12/08/2018	12/08/2018	Sabbatical I V	.	0 Hours	94.28 Hours	12/08/2018

Step 4 -> Once you have your change(s) keyed, click the "Select" box to the left of the employee:

Absence Re	Absence Requests											
Absence De	Absence Detail Partial Days Additional Information Override Process Forecast Comments Demographic											
Select	*Employee ID	Name	Empl Record	Job Title	Config Decimal 1	Config Decimal 2	*Start Date 🔺	*End Date	*Absence Name	Reason	Duration	Balance
]a	-	0 Q	87°*	94	32.000000	12/08/2018	12/08/2018 🛐	Sabbatical I V		0 Hours	94.28 Hours

Step 5 -> Click the "Forecast & Submit" button at the bottom of the page.

F	Forecast & Submit			
•	Click "Y	es" on	ı this po	op-up:

Message
In order to provide accurate Forecast Results, the system will save the all Absence Requests. Would you like to continue? Yes No

The election should be Eligible and Approved. If it is not, see "<u>Reviewing Sabbatical Elections</u>" for troubleshooting.

REVIEWING SABBATICAL ELECTIONS

Employees have until 12/4/2024 to enter elections through ESS. To review all your employees' elections, use the WI_ABS_SABBATICAL_ELECTIONS query. To see what an individual employee entered, go to the Create and Maintain screen.

Use Create and Maintain Absences screen:

Navigation: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences

From Date: Use Date of the Current Year's Election Date of 12/14/2024

Absence Name: WI_SABBTCL_ELECT

Employee Record: You will have to run for each active Empl Rcd you have. I.e., 1, 2, 3 etc....

Department: You may enter if you want to look by Department. Otherwise, leave blank.

Pay Group: If you have only access to your Pay Group this can be left blank. If you have access to multiple Pay Groups, you may enter the 3 digit number.

Create and Maintain Absence Re	equests		
Search			
Work Flow Status	~		
From Date	12/18/2021		Through Date 12/18/2021
Employee ID	Q		Employee Record 0 Q
Absence Name	WI_SABBTCL_ELECT Q	Sabbatical Election	
Approver Operator ID	Q		
Department	٩		
Pay Group	455 Q		
HR Status	~		
From Employee ID			Through Employee ID
From Last Name			Through Last Name
Action Date			
Action Fro	om Date	Through Date	
Submitted			
Approved	1		
Pushed Back	iii		
Denied			
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Search	Clear Search	Save Search	

Absence Requests																		
Absence Detail	Partial Davs	Additional Information	Override	Process	Forecast Comr	ments Demogr	aphic II»								14 4 L	1-5 of 313 🔹		√iew 100
Select	*Employee ID	Name	Empl Record	Config Decimal 1	Config Decimal	Job Title≏	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void	
	٩]	0 Q	40.000000		ACCOUNTA NT-ADV	12/18/2021	12/18/2021	Sabbatica 🗸	~	0 Hours	View/Add	102.75 Hours	12/18/2021	Employee Absence Request	Approved		+.
	٩		0 Q	30.000000		ACCOUNTA NT-JRNY	12/18/2021	12/18/2021	Sabbatica 🗸	~	0 Hours	View/Add	118.00 Hours	12/18/2021	Employee Absence Request	Approved		+.
	Q]	0 Q	40.000000		ADMIN MANAGER	12/18/2021	12/18/2021	Sabbatica 🗸	~	0 Hours	View/Add	88.50 Hours	12/18/2021	Employee Absence Request	Approved		+.
	Q]	0 Q	40.000000		ADMIN MANAGER	12/18/2021	12/18/2021	Sabbatica 🗸	~	0 Hours	View/Add	99.00 Hours	12/18/2021	Employee Absence Request	Approved		+.
	Q,		0 Q	40.000000		ADMIN MANAGER	12/18/2021	12/18/2021	Sabbatica 🗸	~	0 Hours	View/Add	120.00 Hours	12/18/2021	Employee Absence Request	Approved		+.

REVIEWING FOR INELIGIBLE SABBATICAL ELECTIONS

This should be completed by: 12/06/2024 (employees have until 12/4/2024 to enter elections thru ESS)

Use Create and Maintain Absences screen:

Navigation: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences

Once forecasting is complete, select the Forecast tab to see the Forecast Values.

Absence Reque	sts									Personalize Find	View 5 💷 🧱 👘 Fi	rst 🕚 1-10 of 10 🕑 Last
Absence Detail	Partial Days	Additional Inform	ation	Override	Process	Fo	recast	Comments	Demographic			
Select	*Employe	e ID	Name		Empl Record			Balance	Forecast Value	Forecast Date Time	Forecast Message	
	1000	Q	nay a	-	0	Q	142.25 H	lours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!	+
	1000	۹۹	i kata	(append)	0	Q	153.00 H	lours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!	+
	1000	٩	-		0	Q	32.63 Ho	ours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!	+
	1000	۹۹	leret.		0	٩	20.00 Ho	ours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!	+.
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	1000	٩		-	0	٩	64.50 Ho	ours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!	+.
	1000	•Q		-	0	Q	36.00 Ho	ours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!	+
	1000	Q	in an		0	Q	101.75 H	lours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!	+.

Example 1, Employee Didn't Use Whole Hours

Although this employee's current vacation balance is 35.08 the report accurately shows 35.00 whole hours, and we are forecasting based on the Sabbatical Eligible amounts. You can fix this by changing the election to 35.00 and re-forecasting.

Absence Forecast Result	bsence Forecast Results											
Absence Take Elem	ent WI_SABBTCL_ELECT		Begin Date 12/10/2016									
Absence Ty	/pe SBBEL		End Date 12/10/2016									
Forecast Va	lue INELIGIBLE	Forecast Date Time 11/04/2016 11:19AM										
Absence Forecast Result Detai	ls		Personalize Find View All 🖾 🔣 🛛 First 🕚 1-6 of 6 🕑 Last									
Forecast Results Accumulator	Results User Keys <u>1</u> -3	User Keys <u>4</u> -6										
Secondary Element	Forecast Element	Туре	Numeric Value Cha	aracter Value Date Value								
WI_SABBTCL_ELECT	EVT CONFIG1 DC	SystemElem	35.080000	These are the values								
WI_SABBTCL_ELECT	EVT CONFIG2 DC	SystemElem	0.000000	that we entered								
WI_SABBTCL_ELECT	WI SABB MAX TOTAL	Variable	35.000000	These are the values								
WI_SABBTCL_ELECT	WI SABB MAX CASH	Variable	0.000000	from the report								
WI_SABBTCL_ELECT	WI_VAC_BAL	Variable	35.080000	Current vacation balance								
WI_SABBTCL_ELECT	WI SABB FORE FM	Formula	0.000000 INE	LIGIBLE								

Example 2, Sabbatical Eligible amount more than current vacation balance so employee election was too high

Although the Sabbatical Eligible amount is 31 hours, the current vacation balance is now only 5.25 hours. You can fix this by changing the election to 5.00 and re-forecasting.

Absence Forecast Result	Ubsence Forecast Results											
Absence Take Eleme	ent WI_SABBTCL_ELECT		Begin Date 12/08/2018									
Absence Ty	/pe SABB_ELEC		End Date 12/08/2018									
Forecast Val	lue INELIGIBLE	Forecast Date Time 12/10/2018 9:47AM										
Absence Forecast Result Detail	S		Personalize Find	View All 💷 🔣 👘 Fin	st 🕚 1-6 of 6 🕭 Last							
Forecast Results Accumulator F	Results User Keys <u>1</u> -3	User Keys 4-6										
Secondary Element	Forecast Element	Туре	Numeric Value	Character Value	Date Value							
WI_SABBTCL_ELECT	WI SABB MAX TOTAL	Variable	31.000000	Sabbatical Eligibi	lity from Table							
WI SABBTCL ELECT	EVT CONFIG1 DC	SystemElem	15.000000	Sabbatical Election	on keyed							
WI_SABBTCL_ELECT	WI SABB MAX CASH	Variable	0.00000									
WI_SABBTCL_ELECT	EVT CONFIG2 DC	SystemElem	0.00000									
WI_SABBTCL_ELECT	WI PREV VAC BAL	Variable	5.250000	Current Vacation	Balance							
WI_SABBTCL_ELECT	WI SABB FORE FM	Formula	0.00000	INELIGIBLE								

Example 3, Vacation swap with other leave creates additional balance/eligibility for sabbatical election.

Although the current vacation balance is 30.69 hours the Sabbatical Eligible amount is 26 hours. You can fix this by requesting a change to the Sabbatical Eligibility amount using the Sabbatical Eligibility Change Request. Once the update has been made to the amount then re-forecasting the current election.

Absence Forecast Result	S								
Absence Take Eleme	ent WI_SABBTCL_ELECT			Begin Date 12/08/2018					
Absence Ty	pe SABB_ELEC		End Date 12/08/2018						
Forecast Val	lue INELIGIBLE		Forecast Date Time 12/14/2018 11:28AM						
Absence Forecast Result Detail	S		Personalize Find	View All 💷 🔜 👘 Firs	st 🕚 1-6 of 6 🕑 Last				
Forecast Results Accumulator F	Results User Keys <u>1</u> -3	User Keys <u>4</u> -6							
Secondary Element	Forecast Element	Туре	Numeric Value	Character Value	Date Value				
WI_SABBTCL_ELECT	WI SABB MAX TOTAL	Variable	26.00000	Sabbatical Eligibil	ity from Table				
WI_SABBTCL_ELECT	EVT CONFIG1 DC	SystemElem	30.000000	Sabbatical Electio	n keyed				
WI_SABBTCL_ELECT	WI SABB MAX CASH	Variable	26.000000	Cash Eligibility fro	m Table				
WI_SABBTCL_ELECT	EVT CONFIG2 DC	SystemElem	0.00000	Cash Election key	ed				
WI_SABBTCL_ELECT	WI PREV VAC BAL	Variable	30.690000	Current Vacation	3alance				
WI_SABBTCL_ELECT	WI SABB FORE FM	Formula	0.00000	INELIGIBLE					

Go back to the Create and Maintain Absences page to fix the election and re-forecast for the employees that were originally "Ineligible" (just check the select box in front of each of their names before re-forecasting). Once all Forecast Values are "Eligible" then you can "Select All" again and click "Submit" at the bottom of the page. This will flip the status from Saved to Approved.

Absence Re	equests											P	ersonalize Fi	nd View 5	a 🔜
Absence De	tail Partial Day	ys Additional Ir	nformation	Override Proc	ess Forecast	t Comments	Demographic								
Select	*Employee ID	Name	Empl Record	Config Decimal	Config Decimal 2	Job Title	*Start Date	*End Date	Original Begin Date	*Absence Name	Reason	Duration	Balance	Entry Source	Status
	1000	10000101000	٥٩	80.000000	40.000000		12/10/2016 🛐	12/10/2016	12/10/2016 🕅	Sabbatical I 🗸	~	0 Hours	142.25 Hours	Administrato r Absence Event	Approved
	1000	Outeringer	0 Q	40.000000		nation Biological Color- Biological Color-	12/10/2016 🛐	12/10/2016 🛐	12/10/2016	Sabbatical I 🗸	~	0 Hours	153.00 Hours	Administrato r Absence Event	Approved
	1000	Tania Arma	0 Q	13.000000		and the second	12/10/2016 🕅	12/10/2016 闭	12/10/2016 🛐	Sabbatical I 🗸	~	0 Hours	32.63 Hours	Administrato r Absence Event	Approved
	1000 Q	Carlandia Pisso	0_Q	20.000000			12/10/2016 🛐	12/10/2016 🛐	12/10/2016 🛐	Sabbatical I 🗸	~	0 Hours	20.00 Hours	Administrato r Absence Event	Approved
	1000	any mass	0 Q	73.000000	40.000000		12/10/2016 🛐	12/10/2016 🛐	12/10/2016	Sabbatical I 🗸	~	0 Hours	131.50 Hours	Administrato r Absence Event	Approved
	1000	-	٥٩	35.000000			12/10/2016 🕅	12/10/2016 🕅	12/10/2016 🕅	Sabbatical I 🗸	~	16 Hours	35.08 Hours	Administrato r Absence Event	Approved
	1000	THE REAL	٥٩	80.000000	40.000000	1.00.00000	12/10/2016 🛐	12/10/2016 🛐	12/10/2016 🕅	Sabbatical I 🗸	~	0 Hours	162.00 Hours	Administrato r Absence Event	Approved
	1000	National Nation	٥٩	40.000000			12/10/2016 🛐	12/10/2016 🕅	12/10/2016	Sabbatical I 🗸	~	24 Hours	64.50 Hours	Administrato r Absence Event	Approved
	1000		0 Q	36.000000			12/10/2016 🛐	12/10/2016 🛐	12/10/2016 🛐	Sabbatical I 🗸	~	0 Hours	36.00 Hours	Administrato r Absence Event	Approved
	1000	inti.	0 Q	40.000000			12/10/2016	12/10/2016	12/10/2016 间	Sabbatical I V	~	0 Hours	101.75 Hours	Administrato r Absence Event	Approved

Troubleshooting

- If you find that the status becomes Submitted instead of Approved...delete the entry and start over.
- If you get an error about their schedule (and their schedule is correct) request DOA Central Payroll to make the entry through the Absence Event page instead of the Create and Maintain Absences screen.

You will find Config Decimal 1 and Config Decimal 2 under the Detail link.

Absence Event	
Absence Event Input Detail	
Absence Take WI_SABBICL_ELECT	Absence Type Sabbatical Election
Absence Reason	Event Priority 500
Entry Source Administrator Absence Event	Last Updated
Workflow Status Needs Approval	Process Status Not Processed
*Process Action Normal V	Calendar Group ID
Voided Indicator	Process Date
Manager Approved	First Processed Date
Absence Begin / End Data	
*Begin Date 12/09/2017	
End Date 12/09/2017	
Original Begin Date 12/09/2017	
Partial Days None	
User Defined Fields	
User Defined Fields 1	User Defined Fields 2
Date 1	Date 2
Character 1	Character 2
Monetary 1 Currency 1	Q Monetary 2
Decimal 1 SABB + CASH	Decimal 2 CASH

REQUESTING A SABB ELECTION AFTER THE LAST PAY PERIOD OF THE YEAR HAS CONFIRMED

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Any Adds/Changes/Deletes needed for a sabbatical election is keyed in the same manner as entering it before PP26 absence confirmed. We do not create manual adjustments for sabbatical elections. On the Create and Maintain screen, for the Start Date, use the last day of the final pay period of the calendar year. For 2024 this is PP26 with an End Date of 12/14/2024.

If you find that a sabbatical election was missed or keyed incorrectly, please make the correction on the Create and Maintain screen <u>and it will process in the next pay period</u>. Because we are using the 12/14/2024 date for the entry, an absence retro trigger will be created, and the leave balances will be adjusted in the PP26 Calendar ID on the Results by Calendar screen. Remember that a confirmation statement is only generated when the employee makes the entry through ESS. Late cash payment elections processed by the Agency Payroll will be paid and taxed in the calendar year the election is processed.

Name Name <th< th=""><th>ΠQ</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>ŀ</th><th>1-2 of 2</th><th>$\mathbf{v} \rightarrow \mathbf{w}$</th><th>View 5</th></th<>	ΠQ															ŀ	1-2 of 2	$\mathbf{v} \rightarrow \mathbf{w}$	View 5
Image: Control in Con	Absence	Partial Days	Additional Informa	Empl Record	Config Decimal 1	Forecast Config Decimal 2	Comments Job Title	Demographic III	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void	
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	Segm	ent	WI_VACATION	N_TKPP				80.000000	Vacation U	Used Period		12/0	5/2021	12/18/202	1				

TRCs USED FROM PAYABLE TIME TO CALCULATE ELIGIBLE HOURS

As of 2023 the Actual Hours Paid are being pulled from the Payable Time. By pulling from the Payable Time, we can include all payable hours for the anniversary year, splitting the hours between prior to/on-after anniversary date. The Sabbatical Year is based on actual hours in pay status up to 80 hours in a pay period through the first 21 pay periods (PP1-PP21) + the estimated hours for the remaining 5 pay periods (PP22-PP26) based on their FTE as of the October B.

If when reviewing the results from the WI_ABS_SABB_**FINAL_**ELIG query, you want to see what makes up a specific employee's Actual Hours you can use the WI_TL_PAYABLE_ELIG_SABB_HOURS query.

The WI_TL_PAYABLE_ELIG_SABB_HOURS includes the TRCs listed below. It is not picking up retro changes to the timesheet made after the pay period has been finalized on 10/10/2024. The query will pick-up over 80 hours in a pay period, so if the total from the query is greater than the Total EE hours (Column Q) on the WI_ABBS_SABB_FINAL_ELIG query, you will have to manually total the Hours column on the WI_TL_PAYABLE_ELIG_SABB_HOURS query by PP to see if that is the difference. This query is not meant to be used for verifying every employee on the WI_ABS_SABB_FINAL_ELIG query.

For reviewing the actual hours of an employee from the WI_ABS_SABB_FINAL_ELIG query use the dates indicated below.

WI_TL_PAYABLE_ELIG_SABB_HOURS - Sabbatical Hours Eligibility
*PP1 Begin Date 12/17/2023
*PP21 End Date 10/05/2024 3
Empl ID
View Results

TRCs used in the calculation are as follows (Status Distributed or Taken):

	LOHOL
23036	LGLED
ADMPY	LVSWP
BNMRW	MERIT
CATPD	MIL30
CLLBK	MILAC
CMP15 - Comp Total Hrs Worked (Status Closed)	MILNP
CMPER - Comp Time Earned Straight (Status Closed)	MILPD
CMPUS - Comp Time Used	ORGDN
COVA	OTHLF
COVF1	ΟΤΟϹΑ
COVF4	отосм
COVM1	PLLWK
COVN1	PPEXC
COVS1	PSHOL
COVS2	REGLR
COVS3	REGOT
E15CA	RMVOT
E15CM	ROFTE
EXAM	SBBTC
EXCMP	SICK
EXCSH	VACTN
HLREG	VOTE
IAS16	WLEAC
JURY	WLEAU

If your agency review employees' Sabbatical Eligibility throughout the year, you can run the WI_ABS_SABB_**PRELIM**_ELIG query any time after the first time the Sabbatical process is run in the new calendar year. We intend to run the Sabb Eligibility process the Monday of the non-processing week starting PP3 through PP20. PP21 we will finalize the process. The

WI_TL_PAYABLE_ELIG_SABB_HOURS query can be used to see what hours make up the employee's Actual Hours. End Date should match the date used in the WI_ABS_SABB_PREM_ELIG query. The Begin Date is always PP1 and the End Date is the last day of the pay period that has been confirmed and the Sabbatical Eligibility process has been run.

SABBATICAL AND CASHOUT ELIGIBILITY

All Employees (excluding State Patrol Troopers and Inspectors)

The number of hours available for use in the following categories shall be prorated at the pertinent annual leave rate or rates for employees who are in pay status less than 2080 hours during the calendar year.

520 HR. SICK LEAVE ACCUMULATION*

- This includes all employees on the leave accounting system who had in a previous year or have a balance of 520 hours of sick leave accrued at the end of the October B pay period.
- > These employees are eligible to put a maximum of 40 hours into their sabbatical account.

160, 176 or 184 HR. VACATION RATE

- FLSA nonexempt with 10 or more years of service
- FLSA exempt with 5 or more years of service
- > These employees are eligible to put a maximum of 40 hours into their sabbatical account.

200 HR. VACATION RATE

- FLSA nonexempt with 20 or more years of service
- FLSA exempt with 15 or more years of service
- These employees are eligible to put a maximum of 80 hours in their sabbatical account or split the 80 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

216 HR. VACATION RATE

- FLSA nonexempt with 25 or more years of service
- FLSA exempt with 20 or more years of service
- These employees are eligible to put a maximum of 120 hours in their sabbatical account or split the 120 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

	104 Hou	r Schedule	120 Hour Schedule				
Veen of	Non-e	exempt	Exempt				
Years of service	Eligible	Elig Sabb	Eligible	Elig Sabb			
0011100	Vacation	Hrs/cash	Vacation	Hrs/cash			
1-5	104	40* / 0	120	40* / 0			
5+ - 10	144	40* / 0	160	40 / 0			
10+ - 15	160	40 / 0	176	40 / 0			
15+ - 20	184	40 / 0	200	80/40			
20+-25	200	80/40	216	120 / 40			
25+	216	120/40					

*Must have accumulated 520 hours of sick leave by the end of the October B pay period to be eligible for this category.

State Patrol Troopers and Inspectors "Grandfathered"

Per contract, the eligibility for BU 63 is based on a combination of seniority and sick leave accumulation. Once an employee has reached the criteria for a higher level (years of service <u>and</u> sick leave accumulation) their "Grandfathered" Sick Balance shown (in HCM on the Results by Calendar Group screen, WI SABBSICK BAL field) will not be reduced to a lower level even if they drop below the sick leave hour requirement for that level.

The number of hours available for use in the following categories shall be prorated at the pertinent annual leave rate or rates for employees who are in pay status less than 2080 hours during the calendar year.

520 HR. SICK LEAVE ACCUMULATION

This includes all employees on the leave accounting system who had in a previous year or have a balance of 520 hours of sick leave accrued at the end of the October B pay period.

> These employees are eligible to put a maximum of 40 hours into their sabbatical account.

144 HR. VACATION RATE - Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 5+ years of service. Their eligibility is tied to the number of hours they have accumulated of sick leave as of the October B pay period each year.

- These employees are not eligible for term/sabbatical until they have a minimum of 520 hours of sick leave as of the October "B" pay period when sabbatical eligibility is determined.
- These employees with at least 520 hours of sick leave are eligible to put a maximum of 40 hours in their sabbatical account or split the 40 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

160 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 10+ years of service. Their eligibility is tied to the number of hours they have accumulated of sick leave as of the October B pay period each year.

- These employees are not eligible for sabbatical until they have a minimum of 520 hours of sick leave as of the October "B" pay period when sabbatical eligibility is determined.
- These employees with at least 520 but less than 728 hours of sick leave are eligible to put a maximum of 40 hours in their sabbatical account or split the 40 hours between sabbatical and cash payment with cash being a maximum of 40 hours.
- These employees with at least 728 hours of sick leave are eligible to put a maximum of 60 hours in their sabbatical account or split the 60 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

184 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 15+ years of service. Their eligibility is tied to the number of hours they have accumulated of sick leave as of the October B pay period each year.

- These employees are not eligible for sabbatical until they have a minimum of 520 hours of sick leave as of the October "B" pay period when sabbatical eligibility is determined.
- These employees with at least 520 but less than 728 hours of sick leave are eligible to put a maximum of 40 hours in their sabbatical account or split the 40 hours between sabbatical and cash payment with cash being a maximum of 40 hours.
- These employees with at least 728 but less than 1040 hours of sick leave are eligible to put a maximum of 60 hours in their sabbatical account or split the 60 hours between sabbatical and cash payment with cash being a maximum of 40 hours.
- These employees with at least 1040 hours of sick leave are eligible to put a maximum of 80 hours in their sabbatical account or split the 80 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

200 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 20+ years of service. Their eligibility at this vacation rate is no longer dependent on sick leave hours.

These employees are eligible to put a maximum of 80 hours in their sabbatical account or split the 80 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

216 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 25+ years of service. Their eligibility at this vacation rate is no longer dependent on sick leave hours.

These employees are eligible to put a maximum of 120 hours in their sabbatical account or split the 120 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

	SICK LEAVE DEPENDENT SCHEDULE									
	B/U 63	B/U 63 State Patrol Trooper Series & State Patrol Inspector Series								
Years of Service	Eligible	< 520 sick Iv hrs	520 - 727 sick Iv hrs	728 - 1039 sick lv hrs	> 1039 sick lv hrs					
	vacation	Elig Hrs	Elig Hrs	Elig Hrs	Elig Hrs					
1-5	104	0/0	40/0	Not elig for > 40/0	Not elig for > 40/0					
5+ - 10	144	0/0	40/40	Not elig for > 40/40	Not elig for > 40/40					
10+ - 15	160	0/0	40/40	60/40	Not elig for > 60/40					
15+ - 20	184	0/0	40/40	60/40	80/40					
20+-25	200	80/40	80/40	80/40	80/40					
25+	216	120/40	120/40	120/40	120/40					

References: Comp Plan Section K 3.01

230.35 (1p)

ER 18.02(5)

QUERIES

WI_ABS_SABB_PRELIM_ELIG - Sabbatical Eligibility Prelim
*Job As Of Date 08/12/2023
Unit (Put % for All or Pick 1) 41000
Dept ID (Put %forAll or Pick1) %
Empl ID (Put %forAll or Pick1) %
Pay Period Number (1-26) 17
View Results



WI_ABS_SABBATICAL_ELECTIONS - Sabbatical Elections
Dept ID (Put %forAll or Pick1) 2550000000
Year 2024
View Results

WI_ABS_SABBATICAL_NO_ELECTION - Sabbatical Election not m	ade
Year 2024	
Dept ID (% for All or Pick 1) 255%	
Empl ID (% for All or Pick 1) %	

WI_TL_PAYABLE_ELIG_SABB_HOURS - Sabbatical Hours Eligibility
*PP1 Begin Date 12/17/2023
*PP21 End Date 10/05/2024
Empl ID View Results

This query is updated after each payroll confirm and run PP3-PP20. Job As Of Date is the last end date of the pay period that has been confirmed.

With the new fields of Actual Hours and Estimated Hours, we have added a new prompt: Pay Period Number. Put in the Pay Period that most recently confirmed.

This is an example if you are running it after PP2023B17 has confirmed. If running after PP2023B20 confirmed use the Date 9/23/2023 and

You do not want to run the Prelim_Elig query after PP20. Once the Sabb Eligibility process is finalized in PP21, we will not run the Sabbatical Eligibility process again until PP03 of the following calendar year.

This query is updated and finalized after the October B pay period is confirmed each year.

The 2024 Sabbatical Eligibility Report has been finalized as of 10/5/2024. Use the dates indicated to the left.

This query is showing all employees that have made an election. You may look by department, or you may enter a wildcard (I.e., 255%) in the Dept ID criteria field and see your entire agency.

This query is showing all eligible employees that have NOT made an election. You may look by department, or you may enter a wildcard in the Dept ID criteria field and see your entire agency.

New query for 2024. See page 16 for detail.

VI_ABS_MIDYEAR_FLSA_CHANGE - identify FLSA change
Optional: Bus Unit 25500
Dept ID (% for all) %
Optional: Empl ID
*From 01/01/2024 🛐
*To 12/31/2024 🛐
View Results

This query is showing all mid-year FLSA changes. Agencies need to review these employees.

Instructions and examples are included on the Sabbatical Eligibility Change Request worksheet.