

Many states and cities have required Sick Leave laws, often accruing 1 hour of Sick Time for every (X) hours worked- most being every 30 or 40 hours worked. The Sick Leave feature was created to accrue in this way, making it easier to stay compliant with state and local laws.

Step One: Create a Category

Features menu: Leave Categories

Give your new Leave category a full and abbreviated name.

General Leave Settings
 Leave menu accessible to Employee

To setup a new leave category enter the names and click Save Changes

Full Name: Abbreviated Name:

After you create your leave categories go to [Assign Leave](#) to assign them to individuals

optional: check the box to allow employees to enter their own PTO/Leave usage with no approval process.

Save to create the category.

If exporting to payroll, make sure to enter the designated Earning Code (or "Pay Code").

General Settings

Display Leave Payroll Hours:
 List Separately Grouped

Export Earning Code:

Next, set up the accrual rules.

Automatic Accrual Settings

Earn after days

Usable after days

Every hours

Accrue hours

Max. Accrual hours

- By setting to "0" employees start accruing from the time of hire, but...
- ... they cannot use the time until they've been employed at least 90 days.
- For every 30 hours the employee works, 1 hour of Sick Leave will accrue.
- By leaving this blank, hours will continue to accrue throughout the year with no cap. Setting a value will stop the accruals when reached, and accruals will only resume after the new year starts.

Features menu: Leave Assignment

Step Two: Assign to Employees

Employee	Leave Assign
David Miller	<input checked="" type="checkbox"/> Sick Leave
Elizabeth Lee	<input checked="" type="checkbox"/> Sick Leave
James Smith	<input checked="" type="checkbox"/> Sick Leave

Check the boxes to assign.

Step Three: Viewing Balances

Once assigned, accrued hours will populate for employees who have clocked hours since the This Year's Start Date.

Employee	Leave Assign Check All	This Year's Start Date Copy Date	Carryover	Advance Allowed	Earned After Start Date	Used After Start Date	Available	Accrual Report
David Miller	<input checked="" type="checkbox"/> Sick Leave	<input type="text" value="1/1/2022"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	10h 0m	8h 0m	2h 0m	Report Sick Leave
Elizabeth Lee	<input checked="" type="checkbox"/> Sick Leave	<input type="text" value="1/1/2022"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	10h 0m	0h 0m	10h 0m	Report Sick Leave
James Smith	<input checked="" type="checkbox"/> Sick Leave	<input type="text" value="1/1/2022"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11h 0m	0h 0m	11h 0m	Report Sick Leave

This Year's Start Date (TYSD)

This tells the system when to end the year and post carryover for the next year. Leaving it set to January 1 is recommended.

Carryover

This is where the unused hours from the year before post as carryover. Every year, this number is replaced with new carryover. If employees shouldn't have received carryover, it can easily be replaced with 0's.

Advance Allowed (not commonly used)

Allows employees to enter more Sick Leave than what they have available. Whatever value is entered is how far into the negative their balance can go.

Earned After Start Date

The amount of hours that have been accrued since the TYSD (not including carryover)

Used After Start Date

The amount of hours that have been used since the TYSD

Available

Employee's current PTO balance.

This is calculated: **Carryover + Earned After TYSD – Used After TYSD = Available**

Accrual Report

Links will take you to the Leave Accrual Report, which will show all accrued hours for the year.

[Leave Accrual Report](#)

Date	Earned	Used	Total
Carryover	10		10
1/6/2023		3	7
1/6/2023	1		8
1/12/2023	1		9
1/17/2023		7	2

This page is accessible from the links on the Leave Assignment page, and will show each day hours were **accrued**, days that hours were **used**, and **carryover** (if applicable).