

**Example #1:** Charlie Brown, a full-time employee, has 272 hours of vacation leave and 500 hours of sick leave on December 31<sup>st</sup>. Charlie used 24 hours of Special Annual Leave Bonus between July and November. Prior to the award of Special Annual Leave Bonus in the 2018 legislative session, any vacation leave in excess of 240 hours automatically converts to sick leave on January 1<sup>st</sup>. However, in this case and in accordance with the correction to the Special Annual Leave Bonus provisions contained in Senate Bill (SB) 469, the 24 hours of Special Annual Leave Bonus Charlie used between July and November would be deducted from the 32 hours of vacation leave in excess of 240 and added to his Special Annual Leave Bonus balance as of January 1<sup>st</sup>. The remaining 8 hours of vacation leave in excess of 240 would then convert to sick leave. Charlie would then begin the new year with a balance of 40 hours of Special Annual Leave Bonus, 240 hours of vacation leave, and 508 hours of sick leave.

<b>Full-time Employee @ 40 hours per week</b>	
Example #1	Example #1
FY19 Special Annual Leave Bonus Granted 7/1/2018	40 hours
12/31/2018 Vacation Leave Balance	272 hours
12/31/2018 Sick Leave Balance	500 hours
Special Annual Leave Bonus used from July - December	24 hours
<i>Vacation carry forward max hours</i>	<i>240 hours</i>
Vacation Rollover Hours to Sick (Prior to Policy Correction)	32 hours
<b>Vacation Rollover Hours to Sick (After Policy Correction in SB 469)</b>	<b>8 hours</b>
<b>1/1/2019 Vacation Leave Balance</b>	<b>240 hours</b>
<b>1/1/2019 Sick Leave Balance</b>	<b>508 hours</b>
<b>1/1/2019 Special Annual Leave Bonus Balance</b>	<b>40 hours</b>

**Example #2:** Minnie Mouse, a full-time employee, has 256 hours of vacation leave and 1000 hours of sick leave on December 31<sup>st</sup>. Minnie used 40 hours of Special Annual Leave Bonus throughout the year. Prior to the award of Special Annual Leave Bonus in the 2018 legislative session, any vacation leave in excess of 240 hours automatically converts to sick leave on January 1<sup>st</sup>. However, in this case and in accordance with the correction to the Special Annual Leave Bonus provisions contained in Senate Bill (SB) 469, 16 of the 40 hours of Special Annual Leave Bonus Minnie used during the year would be deducted from the 16 hours of vacation leave in excess of 240 and added to her Special Annual Leave Bonus balance as of January 1<sup>st</sup>. Minnie would then begin the new year with a balance of 16 hours of Special Annual Leave Bonus, 240 hours of vacation leave, and 1000 hours of sick leave.

<b>Full-time Employee @ 40 hours per week</b>	
Example #2	Example #2
FY19 Special Annual Leave Bonus Granted 7/1/2018	40 hours
12/31/2018 Vacation Leave Balance	256 hours
12/31/2018 Sick Leave Balance	1000 hours
Special Annual Leave Bonus Used During the Year	40 hours
<i>Vacation carry forward max hours</i>	<i>240 hours</i>
Vacation Rollover Hours to Sick (Prior to Policy Correction)	16 hours
<b>Vacation Rollover Hours to Sick (After Policy Correction in SB 469)</b>	<b>0 hours</b>
<b>1/1/2019 Vacation Leave Balance</b>	<b>240 hours</b>
<b>1/1/2019 Sick Leave Balance</b>	<b>1000 hours</b>
<b>1/1/2019 Special Annual Leave Bonus Balance</b>	<b>16 hours</b>

**Example #3:** Donald Duck, a full-time employee, has 224 hours of vacation leave and 200 hours of sick leave on December 31<sup>st</sup>. Donald used 40 hours of Special Annual Leave Bonus throughout the year. Prior to the award of Special Annual Leave Bonus in the 2018 legislative session, any vacation leave in excess of 240 hours automatically converts to sick leave on January 1<sup>st</sup>. However, in this case and in accordance with the correction to the Special Annual Leave Bonus provisions contained in Senate Bill (SB) 469, 40 hours of Special Annual Leave Bonus Donald used throughout the year would have no impact on his vacation leave balance since it is already less than 240 hours. Donald's would begin the new year with a balance of 0 hours of Special Annual Leave Bonus, 224 hours of vacation leave, and 200 hours of sick leave.

<b>Full-time Employee @ 40 hours per week</b>	
Example #3	Example #3
FY19 Special Annual Leave Bonus Granted 7/1/2018	40 hours
12/31/2018 Vacation Leave Balance	224 hours
12/31/2018 Sick Leave Balance	200 hours
Special Annual Leave Bonus Used During the Year	40 hours
<i>Vacation carry forward max hours</i>	<i>240 hours</i>
Vacation Rollover Hours to Sick (Prior to Policy Correction)	0 hours
Vacation Rollover Hours to Sick (After Policy Correction in SB 469)	0 hours
1/1/2019 Vacation Leave Balance	224 hours
1/1/2019 Sick Leave Balance	200 hours
1/1/2019 Special Annual Leave Bonus Balance	0 hours