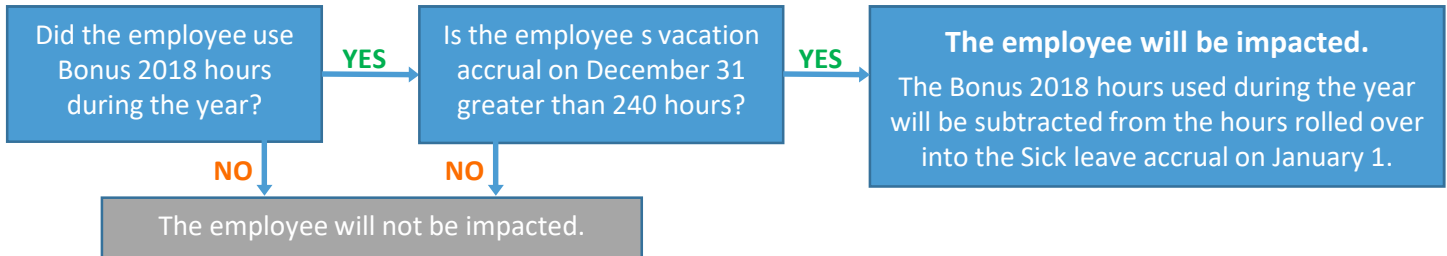
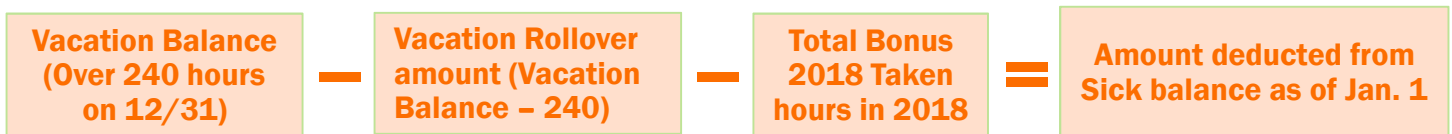


The FY 2018/19 Special Annual Leave Bonus includes a provision that effects employees who (a) use Bonus 2018 hours during the year and (b) have a vacation leave amount in excess of 240 hours on December 31. TIM Administrators can use this sheet to better understand how the provision works.

Which employees will be impacted?



How is the rollover adjustment determined?



Examples:

Employee	Vacation Balance on 12/31	Vacation to Sick Rollover Hours (Vac Balance 240 Limit)	Bonus 2018 Taken Hours in Calendar Year 2018	Sick Balance Manually Adjusted after Rollover as of Jan. 1 (Rollover Hours Bonus 2018 Hours taken)
Bryce	248 hours	8	4	4 hours deducted from sick balance
Yolanda	248 hours	8	16	8 hours deducted from sick balance
Cameron	248 hours	8	0	No Bonus 2018 hours were taken, No hours deducted from Sick balance
Julie	238 hours	0	32	No Vacation rollover, No hours added to or deducted from Sick balance

How do I find impacted employees?

To find employees who have taken Bonus 2018 hours and have a Vacation rollover on 12/31 in your departments, click on the Calendar icon and set the Start and End dates to 12/31/2018 and select the new 'Bonus 2018 Vac Rollover Adj' hyperfind from the drop down box in the right corner of the Manage My Department tab.

Can Bonus 2018 Taken hours in 2018 be changed?

Historical corrections may be entered for these employees to change the Bonus 2018 Taken pay code to a different pay code, like Vacation, Bonus 2017 Taken. Historical corrections for these employees that will affect their Vacation Rollover or Bonus 2018 hours in Calendar Year 2018 **MUST** be entered by **5:00 p.m. on Tuesday, Jan. 15, 2018**. Historical corrections that will impact these employees' Vacation rollover amount or Bonus 2018 Taken hours on 2018 dates **must not** be entered after the deadline to ensure the amount deducted from Sick is accurate.