



If you exhaust your accrued sick leave balance while on leave, you will be paid all salary earned through the date covered by sick leave and your doctor's note. You will be notified of the last pay check date by District email.

After the last check is issued, you will remain on unpaid leave, until Human Resources is notified and approves your return to work. Once your return to work has been approved and processed by Human Resources, your pay will be re-calculated based on the number of days you will work for the remainder of the school year.

There are several factors that impact your salary calculations due to unpaid leave. These include:

- Duration of unpaid leave – actual date leave begins and ends
- Available leave balance
- Total days worked prior to unpaid leave
- Total salary paid prior to unpaid leave
- Remaining days to be worked upon return from unpaid leave

These factors are unique for each employee's circumstances, and are subject to change based on the employee's current medical condition. To illustrate, we have provided the following examples.

Example 1:

Maria Leave is a teacher with Greenville County Schools. She was unable to report to work on January 6, 2014, due to emergency surgery that occurred during Winter Break. She has 85 hours of sick leave available, and her doctor has excused her from work through February 18, 2014. Her sick leave balance will cover absences from January 6 – part of the day on January 22. Maria will be on unpaid leave from January 23, 2014 through February 18, 2014.

Sick leave balance: 85 hours (11.33 days)
Days absent: 27 days
Unpaid leave: 15.67 Days

Example 2:

Sam Sickly is a kindergarten aide with Greenville County Schools. He was unable to report to work on September 16, 2013, due to a weekend accident at home. He has 98.25 hours of sick leave available, and his doctor has excused him from work through November 10, 2013. His sick leave balance will cover absences from September 16 – part of the day on October 4. Sam will be on unpaid leave from October 7, 2013 through November 10, 2013.

Sick leave balance: 98.25 hours (13.10 days)
Days absent: 38 days
Unpaid leave: 24.90 Days

Greenville County Schools
Payroll & Insurance Services
301 E. Camperdown Way PO Box 2848
Greenville SC 29602
Call Center: 864.355.0920
Fax: 864.355.1192
payroll@greenville.k12.sc.us

Employee:	Maria Leave	2013-14	
Annual Salary based on 190 days			\$36,750.00
Daily rate (annual salary/190 days)			\$193.42
Days paid 8/14/13 - 1/22/14			101
Days paid 2/19/14 - 6/10/14			73
Total days paid 2013-14			174.00
Total earnings (daily rate x number of days)			\$33,655.26
Gross amount paid per paycheck			
	8/30/2013		\$1,531.16
	9/13/2013		\$1,531.42
	9/30/2013		\$1,531.16
	10/15/2013		\$1,531.42
	10/30/2013		\$1,531.15
	11/15/2013		\$1,531.42
	11/29/2013		\$1,531.42
	12/13/2013		\$1,531.15
	12/30/2013		\$1,531.42
	1/15/2014		\$1,531.15
	1/30/2014		\$1,531.16
	2/14/2014		\$1,531.16
	2/28/2014		\$1,273.34
	3/14/2014		\$1,273.34
	3/28/2014		\$1,273.34
	4/15/2014		\$1,273.34
	4/30/2014		\$1,273.34
	5/15/2014		\$1,273.34
	5/30/2014		\$1,273.34
	6/13/2014		\$1,273.34
	6/30/2014		\$1,273.34
	7/15/2014		\$1,273.34
	7/30/2014		\$1,273.34
	8/15/2014		\$1,273.33
Total paid through 8/15/14			\$33,655.26

Employee: Sam Sickly

Annual Salary based on 185 days	2013-14	\$20,770.00
---------------------------------	---------	-------------

Daily rate (annual salary/185 days)		\$112.27
-------------------------------------	--	----------

Days paid 8/14/13-10/4/13		37
---------------------------	--	----

Days paid 11/11/13-6/5/14		125
---------------------------	--	-----

Total Days Worked		162.00
-------------------	--	--------

Total earnings (daily rate x number of days)		\$18,187.78
--	--	-------------

Gross amount paid	08/30/13	\$865.44
	09/13/13	\$865.42
	09/30/13	\$865.44
	10/15/13	\$865.42
	10/30/13	\$692.28
	11/15/13	\$0.00
	11/29/13	\$779.65
	12/13/2013	\$779.65
	12/30/2013	\$779.65
	1/15/2014	\$779.65
	1/30/2014	\$779.65
	2/14/2014	\$779.65
	2/28/2014	\$779.65
	3/14/2014	\$779.65
	3/28/2014	\$779.65
	4/15/2014	\$779.65
	4/30/2014	\$779.66
	5/15/2014	\$779.66
	5/30/2014	\$779.66
	6/13/2014	\$779.66
	6/30/2014	\$779.66
	7/15/2014	\$779.66
	7/30/2014	\$779.66
	8/15/2014	\$779.66

Total Salary paid		\$18,187.78
-------------------	--	-------------