

## REQUEST FOR YEAR-END PAYMENT OF ACCUMULATED SICK LEAVE

Please review the frequently asked questions below and be sure to submit your request form by the deadline dates for your individual position.

**Completed and signed forms must be received in the Payroll Department no later than five (5) work days after the last scheduled work day in the fiscal year for your regular position.**

### FAQ's

#### What type of payment is this?

This is an **optional** payment for sick leave earned **only during the current fiscal year**. Sick or paid personal leave used during the year will reduce the number of days available for payment. The pay is calculated based on your hourly rate and a percentage determined by position and years of service.

You can choose to receive all available days for this year or any amount up to the maximum allowed. Your sick leave balance will be reduced by the hours requested for payment.

#### How do I get the form?

The form is entitled "Request for Year-end Payment of Accumulated Sick Leave" (form # 2005-130-VCS) and is a fill-in-form found on the Volusia County Payroll Intranet website or Volusia County Forms Management page. This form has additional information to help you estimate your pay – select "Yearly Sick Leave Cashout".

From the Volusia Home select tab labeled "Staff", scroll down to the bottom and click on VCSIntranet (<http://intranet.volusia.k12.fl.us/Pages/default.aspx>). Go to Departments, Financial Services, and Payroll. Select the menu item Payroll Forms. (<http://intranet.volusia.k12.fl.us/departments/payroll/Pages/default.aspx>)

#### How can I find out how much I will be paid?

The Payroll Department receives a large number of requests each year and we are not able to calculate individual amounts on demand. Instructions for calculating the gross pay (before taxes) is on the form and also on the Payroll web site along with percentages that apply to your particular group and years of service.

There is a link from the Payroll web sit to the "ePortal" (which can also be accessed directly from the home page) where you can find your consecutive service date, effective hourly rate and leave activity for the year.

#### Can I deposit this to Bencor or to a Tax Sheltered Annuity (TSA)?

We cannot deposit the payment to Bencor, but you can request a deduction to a board approved TSA. A list of companies and agents along with the required Salary Reduction Agreement (SRA) form can be found on the "Insurance and Employee Benefits" intranet web site. The SRA form must accompany the request for payment.

#### When will I be paid?

Depending on the type of employee position, payments will be received no later than August. Normal direct deposit will apply.