
Sick Leave for Service Workers (Public Act 11-52)

Last Updated: November 8, 2024

The following describes how to process employees in Core-CT who are eligible to earn sick time under PA 11-52 Connecticut Paid Sick Leave Law. This document is a summary of the requirements and does not represent all aspects of eligibility or entitlements. Refer to the State Statute for more details.

In general, the law provides the following:

- Sick time is earned on a basis of one hour earned for every 40 hours worked
- Employees cannot use sick time until they have worked a total of 680 hours
- Employees cannot earn more than 40 hours of sick time in a calendar year
- Employees cannot use more than 40 hours in a calendar year
- Employees are allowed to carry over 40 hours from one calendar year to the next but cannot exceed an 80 hour balance.

Employees must be enrolled in the leave plan created specifically for the Law. The plan has a maximum balance of 80 hours and does not award any hours.

Nav Bar:



Nav Bar

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S80BPW Leave Plan Setup

Leave Plan Table

Plan Type 50 Sick
Benefit Plan S80BPW Sick BU04 PA 11-52

Leave Plans
🔍 | < | << | 1 of 1 | >> | > | View All

*Effective Date Balance Visible to EE for Self-Service + -

Accrual Process Date

Accrual Calculation

*Service Units ▼

*Accrual Rate Units ▼

Award Frequency

Automatic Accrual Processing

Special Calculation Routine *Max Leave Balance CT Max

Service Calc at Year Begin Max Leave Carryover Max Unpd Days/Mth

Part-Time Accrual Processing

* Method ▼

>Manual Accrual Processing

First Year Award Values

🔍
🔍
< | << | 1-1 of 1 | >> | >
View All

*Employment Month	*Hours Earned	*Month Eligible
0		

Accrual Rate Values

🔍
🔍
< | << | 1-1 of 1 | >> | >
View All

After Service Interval	Unit Of Measure	*Accrue Hours At	Frequency
<input type="text" value="0"/>	Service Months	<input type="text"/>	Hours per Month + -

Service Bonus Values

🔍
🔍
< | << | 1-1 of 1 | >> | >
View All

After Service Interval	Unit Of Measure	*Award Bonus Hours
<input type="text" value="0"/>	Service Months	<input type="text"/> + -

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Navigation: *Nav Bar* > *Menu* > *Core-CT HRMS* > *Benefits* > *Enroll In Benefits* > *Benefits Leave Plans* > *Leave Plans*

I. Enroll Employee in Sick Plan

Enroll the employee in the leave plan S80BPW effective with the first day of a pay period (or the hire/rehire date).

Benefits Leave Plans

Employee ID 3683 Benefit Record Number 0

Plan Type
Q | < < 1 of 1 > > | View All

Plan Type 50 Sick
+ -

Coverage
Q | < < 1 of 1 > > | View All

*Effective Date

Coverage Election Elect Waive Terminate

Election Date 09/15/2017

Benefit Program STU Stdnt, Inmt, Patnt, Cntrct Pgm

Benefit Plan Sick BU04 PA 11-52

Option Code 51

Payroll Status Active

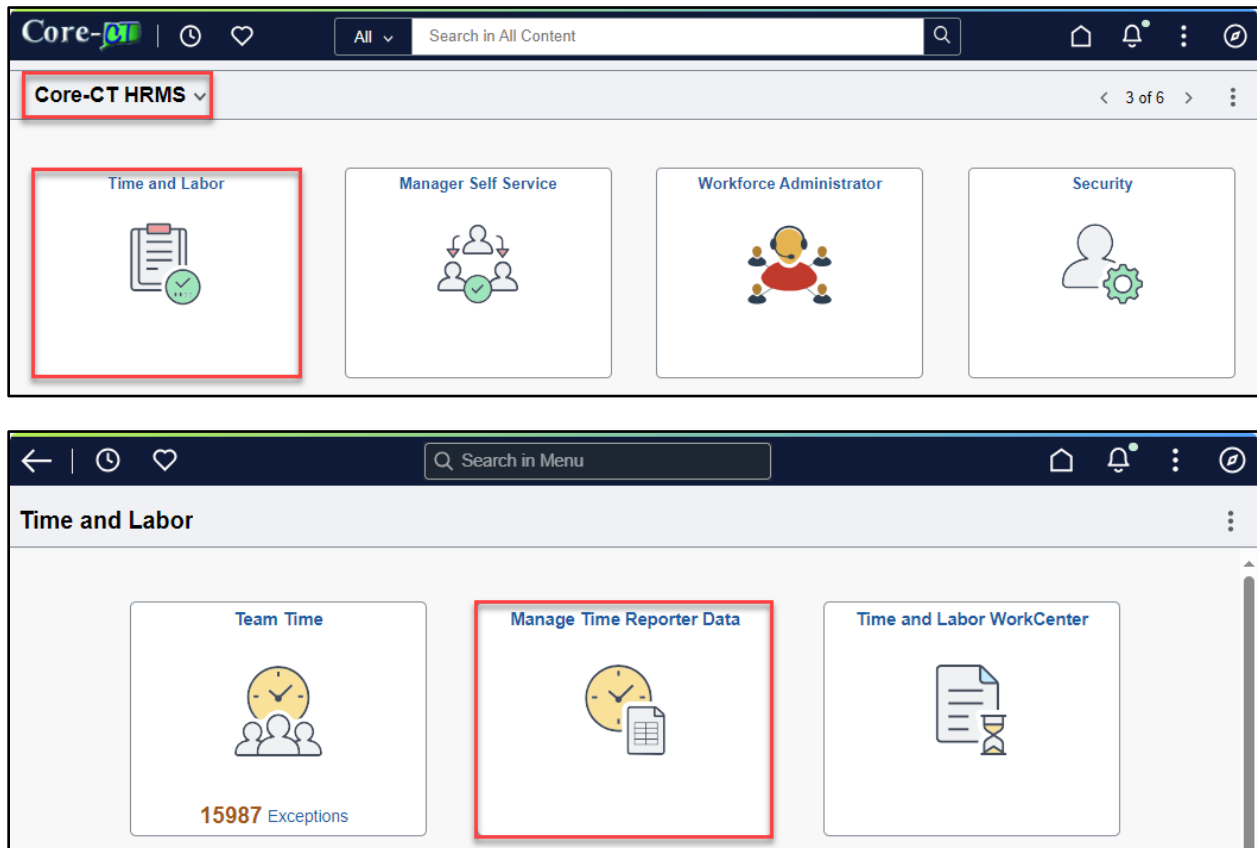
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History
Correct History

The employee must be in the STU (Stdnt, Inmt, Patnt, Cntrct Pgm), NPS (NB Part-Time w/Sup Min Sal) or the SES (Sessional Employee Program) Benefit Program in order to be enrolled in the S80BPW sick plan.

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Navigation: *Core-CT HRMS* > *Time and Labor* > *Manage Time Reporter Data*



II. Enroll Employee in Workgroup

Enroll employee in one of the Service Worker Workgroups using the same effective date used for the Sick leave plan. These workgroups contain the rule that will create an exception if the employee has used more than 40 hours of sick time in a calendar year.

04PSERVWKA = Needs Approval (Self-Service)

04PSERVWKR = Does not Need Approval (non Self-Service)

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Manage Time Reporter Data

Class 4 Default
368310 - 0 - Employee Group Membership

You are viewing the current record or a historical record that cannot be edited unless in Correction mode.

[Save](#) 1 of 2

View Time Reporter Data

Effective Date: 04/16/2024 Status: **Active**

Time Reporter Type: Elapsed Time Reporter

Elapsed Time Template

Affiliations

*Time Period ID: CTBIWEEKLY CT Biweekly Time Period *Workgroup: 04PSTDSTUA

*Taskgroup: UOC67000G Task Profile ID: UOC67000 University of Connecticut

Restriction Profile ID: TCD Group: Time Zone: EST Eastern Time (US)

Badge Detail

Integrations

Send Time to Payroll: No Commitment Accounting: For Taskgroup

Rule Elements

Shift: 1 Day Rotating Averaging: N

Eligible for Weekend Diff: N Eligible for Shift Diff: N

Eligible for Overtime: Y Eligible for Sick: N

Eligible for Vacation: N

Note: Verify the Sick eligibility flag. The default value is ‘Y’.

Set to ‘N’ if the employee has not met the requirements to use sick time
 Set to ‘Y’ if the employee is entitled to use sick time

Set the Vacation eligibility flag to ‘N’

III. Update Carryover Table

Update Carryover Table, if needed. The CT_HRS_CTTLB361 table will store any hours in excess of 40 after the calculation of hours earned each pay period. The Carryover Table is available in EPM for reporting purposes.

Sample carryover table:

EMPLID	EMPL_RCD	ACCRUAL_PROC_DT	CT_HRS_CARRYOVER
186276	1	10/26/2017	15.000000
196078	1	10/26/2017	24.000000
196078	2	10/26/2017	6.000000
344127	0	10/26/2017	12.000000
090783	2	10/26/2017	24.000000
368310	0	10/26/2017	37.000000

It may be necessary to update this table on occasion. A template has been created that will be uploaded to the table and will replace the carryover that exists for the last accrual process date or will create a new row if one does not exist for the date specified. The template is located on the Core-CT web page under

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Time and Labor job aids: Main Menu > Core-CT HRMS > Time and Labor > Time & Labor Job Aids > Service Worker Carryover Template. Instructions for completing the Template are contained within the job aid.

Examples of situations when the table may need to be updated:

1. A new hire has hours previously worked for the State of Connecticut that will count towards earning sick time. These hours have never been included in a previous calculation of hours worked for purposes of PA 11-52 Connecticut Paid Sick Leave Law.
2. An employee was paid for working hours that were not processed through Time and Labor. These hours were either paid via Additional Pay or through a Payline Adjustment. In addition, hours entered in Adjust Paid Time will not be picked up in the calculation and may need to be included in the carryover.
3. To correct an error in a manual calculation of hours worked. If an error was discovered in a manual calculation of hours worked that change the number of carryover hours, the hours on the Carryover Table can be adjusted. (Note: If the error only resulted in a change in the number of sick hours earned, make a manual adjustment on the current timesheet using the adjustment codes SKAA or SKAD to add or deduct sick time earned.)

Sample Carryover Template:

Service Worker Carryover Template				
Name:				
Agency:				
Phone:				
Add or Change (A, C)	EMPLID (11)	EMPL_RCD (3)	ACCRUAL_PROC_DT (dd/mm/yyyy)	CT_HRS_CARRYOVER (99999.999999)

The Template cannot be altered in any way except to insert the information indicated. The format of the columns/cells should be followed when entering employee data. Refer to the format/field size at the top of each column just below the field name. In addition, the column headers (field name) should not be changed. To add a new row to the carryover table, type A (Add) and complete the employee information. To update an existing row, type C (Change) and complete the employee information.

Send the completed Service Worker Carryover Template to the Time and Labor Team via email. You will be notified once it has been loaded.

After the template has been uploaded to Core-CT the Carryover table will be updated.

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IV. How Sick Time is Calculated

Hours worked in the pay period:

The screenshot shows the 'Enter Time' interface for the Department of State Comptroller, Location Core CT 80, with an hourly rate of \$6.11. The selected pay period is from April 19, 2024, to May 2, 2024. A progress bar indicates 80.00 hours scheduled and 14.00 hours reported. The calendar view shows the following hours reported per day: Friday (1 of 8), Saturday (0 of 0), Sunday (0 of 0), Monday (1 of 8), Tuesday (1 of 8), Wednesday (5 of 8), Thursday (1 of 8), Friday (5 of 8), Saturday (0 of 0), and Sunday (0 of 0). At the bottom, there is a search bar for 'REG' and a total of 14.00 hours with plus and minus buttons.

Calculation:

Carryover from previous pay period	37.00
Hours worked current pay period	<u>14.00</u>
Total hours worked	51.00

Hours Earned $51.00 / 40.00 = 1.275$ or 1 hour

New Carryover $51.00 - (40 \times 1) = 11.00$

V. System Processing on Pay Confirm Day

After pay confirm, the standard accrual jobs will run and a row will be created with the pay period end date. No hours will be earned. This row will reflect any sick time transactions that had been entered on the Timesheet, Additional Pay or Payline Adjustments for the same pay period end date as the Accrual Date.

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Review the Accrual Balances page after the accrual process creates the pay period end row:

Review Leave Accrual Balances

Employee
ID 368310
Benefit Record Number 0

Leave Accruals

| < | > | 1 of 163 | > | >> | [View 100](#)

Company CT State of Connecticut

Plan Type Sick

Accrual Date 12/14/2023

Benefit Program STU Stdnt, Inmt, Patnt, Cntrct Pgm

Accrual Balances - Hours

Carried over from previous year

Earned Year-to-Date

Taken Year-to-Date

Adjusted Year-to-Date

Bought Year-to-Date

Sold Year-to-Date

Service Data

Service Date 08/25/2017

Service Hours

Accrual Totals

Hours Balance

Hours Value

Unprocessed Data

Hours Taken

Hours Adjusted

Hours Bought

Hours Sold

Service Hours

Once all of the accrual jobs have completed, the CTTLB361 will run. This is the program that will calculate hours earned based on the hours worked. The calculation will include the carryover hours from the previous calculation. If this is the very first calculation, the program will include the hours worked from the S80BPW enrollment date to the Accrual Date.

The CTTLB361 program will update the Review Accrual Balances row just created by the standard accrual jobs with the number of earned hours calculated by the program.

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Review Accrual Balances after sick time is calculated:

Review Leave Accrual Balances

Employee ID 368310 Benefit Record Number 0

Leave Accruals 1 of 163 | View 100

Company CT State of Connecticut (Ctrl) Benefit Program STU Stdnt, Inmt, Patnt, Cntrct Pgm
 Plan Type Sick
 Accrual Date 12/14/2023

Accrual Balances - Hours	Service Data
Carried over from previous year	Service Date 08/25/2017
Earned Year-to-Date 1.000000	Service Hours
Taken Year-to-Date	
Adjusted Year-to-Date	
Bought Year-to-Date	
Sold Year-to-Date	
	Unprocessed Data
	Hours Taken
	Hours Adjusted
	Hours Bought
	Hours Sold
	Service Hours
Accrual Totals	
Hours Balance 1.000000	
Hours Value 10.10	

VI. Review Report

A report will be produced by the CTTLB361 program showing the amount of time accrued for the pay period. It will also display the number of hours earned for the calendar year. Agencies will need to monitor the Earned YTD to ensure that employees do not exceed the 40 hour calendar year maximum. Once an employee reaches 40 hours earned in a calendar year, enroll them in the no accrual plan. At the same time, re-enroll them in S80BPW effective with the following January 1.

Only employees who have earned time in the current pay period will appear on the report.

Sample report (Name removed):

State of Connecticut SERVICE WORKERS SICK LEAVE ACCRUAL REPORT									
Report ID:	CTTLB361								
Run Control Dt:	09-NOV-2017								
Department:	UOC01216 Educational Leadership								
Name	Emplid	Empl Rod	Plan Type	Descr	Leave Plan	Amount Accrued	Earned YTD	Message	
	186496	2	50	SICK	S80BPW	1.0000	2.0000	-	
	185594	0	50	SICK	S80BPW	1.0000	8.0000	-	
	368310	0	50	SICK	S80BPW	1.0000	1.0000	-	
	172487	0	50	SICK	S80BPW	1.0000	3.0000	-	
	165269	0	50	SICK	S80BPW	1.0000	3.0000	-	
	171298	2	50	SICK	S80BPW	1.0000	1.0000	-	
Number of rows Processed for Department (UOC01216):					6				
Number of rows Updated for Department (UOC01216):					6				
Number of rows with negative balance for Department (UOC01216):					0				
Number of rows with max allowed for Department (UOC01216):					0				

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VII. Update Carryover Table

After the hours earned have been calculated for the current pay period, the CTTLB361 program will update the Carryover table with an effective dated row equal to the Accrual date. The new row will reflect any hours in excess of 40-hour increments (or zero if there are none).

Sample employee updated from 37.00 hours to 11.00 hours effective 11/9/17:

EMPLID	EMPL_RCD	ACCRUAL_PROC_DT	CT_HRS_CARRYOVER
368310	0	11/9/2017	11.000000

VIII. Update Employee Setup

Once an employee has met the requirements for usage of sick time, the Sick Eligibility flag on Maintain Time Reporter must be updated so that sick time can be entered and saved on the Timesheet. The effective date should be the first day of a pay period.

Eligible for Sick flag updated to 'Y':

Manage Time Reporter Data

Class 4 Default
368310 - 0 - Employee Group Membership

You are viewing the current record or a historical record that cannot be edited unless in Correction mode.

[Save](#)

< 1 of 2 >

View Time Reporter Data

*Effective Date: Calendar icon Status: Active Plus/Minus icons

Time Reporter Type: Elapsed Time Reporter
Elapsed Time Template

Affiliations

*Time Period ID: CT Biweekly Time Period *Workgroup: Search icon

*Taskgroup: Search icon Task Profile ID: Search icon University of Connecticut

Restriction Profile ID: Search icon Time Zone: Eastern Time (US)

TCD Group: Search icon

Badge Detail

Integrations

Send Time to Payroll: No Commitment Accounting: Dropdown arrow

Rule Elements

Shift: Search icon Day Rotating Averaging: Search icon

Eligible for Weekend Diff: Search icon Eligible for Shift Diff: Search icon

Eligible for Overtime: Search icon **Eligible for Sick: Dropdown arrow**

Eligible for Vacation: Dropdown arrow

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IX. Timesheet Error Messages

- A. The employee will be unable to save sick time to the timesheet if the Eligible for Sick flag is set to 'N'

Timesheet with sick time posted and eligibility flag set to 'N':

Enter Time

Dept: Public Health | Loc: Drinking Water | Hourly RT: 35.53
[Return to Select Employee](#)

April 19, 2024 - May 2, 2024

Scheduled 0.00 | Reported 0.00

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue
REG				0 of 0	0 of 0	0 of 0	0 of 0	0 of 0
SICK							1	

Error Message:

SICK cannot be entered on the Timesheet.

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- B. The employee will be unable to save the Timesheet if the sick time posted exceeds the employee's balance.

Timesheet with sick time posted, eligibility flag is set to 'Y' and sick is posted in excess of balance:

Enter Time

Dept: Dept of Admin Services | Loc: Agy Business Partner-DCF 1 | Hourly RT: 57.79

May 3, 2024 - May 16, 2024 *View By: Period

Scheduled 80.00 | Reported 80.00

① Sub

Time Reporting Code	QuickKill	Override Reason Code	Row Totals	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu
				8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8

Leave Balances History

[Return to Leave Balances](#)

HRBusinessPartner3

Leave Balance

Sick Balance	Minimum Balance	Maximum Balance
60.50	0	9999

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Enter Time

Dept: Bureau of Highways | Loc: Manager of Construction | Hourly RT:

May 17, 2024 - May 23, 2024 *View By Weekly

Scheduled 0.00 | Reported 0.00

[Submit](#)

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu
				0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0

SICK

Leave Balances History

[Return to Leave Balances](#)

TransportationEngineer2(CE)

Leave Balance

Sick Balance	Minimum Balance	Maximum Balance
0.00	0	9999

Error Message:

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu
				0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0

SICK

4 new hours are reported against Leave Plan Sick. The possible maximum is 1. (13504,117)
 The leave balance is exceeded.
 Reduce the number of hours reported and re-submit.

[OK](#)

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- C. If the employee has greater than 40 hours in the balance, and the employee uses it, the Timesheet will save even though the maximum is 40 hours used in a calendar year. During the nightly Time Administration process, an exception will be created for the days on which the 40-hour limit was exceeded.

Timesheet with sick posted and employee has already used 40 hours in the calendar year:

Enter Time

Dept: Bureau of Highways | Loc: Manager of Construction | Hourly RT:

*View By Weekly

Scheduled 0.00 | Reported 0.00

	17 Fri	18 Sat	19 Sun	20 Mo	21 Tue	22 We	23 Thu
Time Reporting	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0

REG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SICK	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Leave Balances History

[Return to Leave Balances](#)

TransportationEngineer2(CE)

Leave Balance

Sick Balance	Minimum Balance	Maximum Balance
34.00	0	9999

The timesheet will save successfully as the employee has enough sick time to cover what is being posted. Time Administration will run overnight, and an exception will be created.

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Exception:

Cancel
Employee Selection
Done

Time Reporter Group <input type="text"/>	Employee ID <input type="text" value="152122"/>
Empl Record <input type="text"/>	Last Name <input type="text"/>
First Name <input type="text"/>	Department <input type="text"/>
Location Code <input type="text"/>	Workgroup <input type="text"/>

Submitted Time

Sick Employee Illness	8.00 Hours	>
		Total 8.00 hours

Exceptions

<input type="checkbox"/>	CTXTLSSW - Sick Leave for Service Worker	High
<input type="checkbox"/>	TLX00010 - Invalid Leave Time Taken	High

The Allow checkbox is grayed out as the exception is not allowable. To clear the exception the sick time must be changed to another TRC on the Timesheet such as ULSCK or deleted altogether. The only TRCs available to Service Workers and that will count towards the 40 hour maximum are SICK, SFAM and SP. The exception will be cleared with the next run of Time Admin.

Users can check for exceptions on either of two online pages at :

Core-CT HRMS > Manager Self Service > Team Time Tile > Exceptions.

or

Core-CT HRMS > Time and Labor > Team Time Tile > Exceptions.

There is also an Exceptions report that can be found at Nav Bar > Menu > Core-CT HRMS > Time and Labor > Reports > T&L Exception Rpt – CTTLR365.

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Exceptions Report:

Employee Name	Employee ID	RCD#	Exception Description	Date	Severity	Exception Source	Last Update Date Time	Exception Data	Exception Description
<div style="display: flex; justify-content: space-between; font-size: small;"> Report ID: CTTLR365 State of Connecticut TIME AND LABOR EXCEPTIONS REPORT Page No. 1 Run Date 02/14/2018 Run Time 08:24:02 </div>									
<div style="display: flex; justify-content: space-between; font-size: small;"> Employee ID: 152122 Empl_rcd: 0 </div>									
Employee Name:									
	152122	0	CTXTLSSW Sick Leave For Service Worker	11/07/2017	High	Time Administration	11/29/2017 17:11:32	The Time Reporter has exceeded annual limit of Sick Leave	The Time Reporter has exceeded annual limit of Sick Leave for Service Worker.