

## Accrual Methods

**Accrual by hour worked**: For every hour and employee works, they will accrual hours towards their sick balances. This accrual is based on how many hours you will allow your employees to earn each year, but it must in compliance with the new Sick Leave Law guidelines.

**Minimum Accrual**: .0332 per hour worked or 1.33 hours for a 40 hour per week employee.

1. **Accrual by the pay period**: For each hour worked, the employee would receive an accrual of .033 sick leave hours towards their balance. This balance can be any amount, but it must be in compliance with the new Sick Leave Law guidelines.
2. **Annual flat amount (Front Loading)**: The employer would give their employees a flat amount of hours on January 1<sup>st</sup> of each year that the employees can use during that calendar year of January 1<sup>st</sup> through December 31<sup>st</sup>.. This flat amount must be in compliance with the new Sick Leave Law guidelines.
  - a. **Minimum Amount**: 24 hours (January 1<sup>st</sup>)
3. **Current accrual plan**: You may keep your current accrual plan in place, but it must meet, or exceed, the new Sick Leave Law accrual.

Please keep in mind that as an employer, you may choose to limit an employee's annual use of paid sick leave to 24 hours or 3 days with the Front Loading method, and may also cap their sick accruals to 48 hours or 6 days per year with the accrual method.

This process requires programming of the selected accrual on our end. Please keep in mind that if the **accrual by hour worked** option is selected, and you have salaried employees, there will be additional programming for these salaried employees since they do not have any hours to accrue on. Of course there will not be any additional fees for us to program two accrual methods for you.

Again, we want to ensure the accrual is working correctly prior to the dead-line of 7-1-2015, so please contact us immediately so we can begin working on this with you.