

BALTIMORE CITY PUBLIC SCHOOLS

Stephanie Rawlings-Blake
Mayor, City of Baltimore

Shanaysha M. Sauls, Ph.D.
Chair, Baltimore City Board of
School Commissioners

Gregory E. Thornton, Ed.D.
Chief Executive Officer

Dear Mr. Gittings:

Subject: Sick Leave Conversion

Since we are changing the manner in which we process Sick Leave Conversion this year, we want you to be aware of them.

Sick Leave Conversion will be paid as in the past on December 5, 2014 along with their normal biweekly pay. Two changes this year are the paper election forms are replaced by an online self service window and employees will only need to access self service if they do **not** want to be paid their conversion amount. Considering over ninety six percent of eligible employees in the past few years chose to be paid, we changed the method to require employee action only if they do not want it. All eligible employees will be able to access their accrued earned sick, sick usage, and conversion eligible hours on the same employee self service screen to see how much Sick Leave Conversion they can receive.

Part of the directions on the online screen the employees will see is:

*This year all eligible employees that want to receive their Sick Leave Conversion payment on December 5 will automatically be paid. They are not required to indicate a conversion decision as in the past. **ONLY** Sick Leave Conversion eligible employees who **do not** wish to receive payment **MUST** check the box below indicating "I do not wish to participate in the year 2014 Sick Leave Conversion" **and then** click the Save button.*

*Failure to indicate that you do not wish to participate in Sick Leave Conversion will result in a Sick Leave Conversion payment. All such exclusions from Sick Leave Conversion payments must be made using this system no later than close of business on **November 26, 2014**.*

*For those employees who currently receive "direct deposit" for their regular pay, the Sick Leave Conversion payment will also be paid via direct deposit. For those employees who currently receive a "check" for their regular pay, the Sick Leave Conversion check will also be paid via "check". Sick Leave Conversion checks and direct deposits will be paid on **Friday, December 5, 2014**.*

Sincerely,

Jerry Fleischmann
Payroll Manager