Leave Balance Adjustments for Effort Changes

The amount of the NEW accrual due for the month is determined by the effective date of the appointment change.

If the effective date of the appointment change is between the 1\textsuperscript{st} through the 10\textsuperscript{th} of the month, the full NEW accrual is given for that month.

If the effective date of the appointment change is between the 11\textsuperscript{th} through the 20\textsuperscript{th} of the month half of the OLD accrual and half of the NEW accrual is given.

If the effective date of the appointment change is between the 21\textsuperscript{st} through the 31\textsuperscript{st} of the month the full OLD accrual is given.

Changing Ext Sick and changing One Time Bank balances for an effort change (except nurses and AFSCME)

There are two formulas that may be applied:

\#1. New effort divided by Old effort times Old balance equals New balance

\#2. Old balance divided by Old effort times Difference between old and new efforts equals Amount to add to or deduct from old balance

Nurses and employees covered by AFSCME agreement

If an effort change occurs and they have hours in their One Time Bank (OTB), do not adjust the balance, but do adjust the PTO and Extended Sick balances (if needed). Update all FTE fields for each bank that is active.