

## Engineering Payroll Office

Revised July 2020

### Sick Leave Pay Worksheet - Biweekly Employees

A. Name: \_\_\_\_\_

E. Percent Effort Worked: \_\_\_\_\_

B. UIN: \_\_\_\_\_

F. Total Number of Hours - Sick Leave: \_\_\_\_\_

C. Date of Death: \_\_\_\_\_

G. Total Number of Hours - Holidays: \_\_\_\_\_

D. Hourly Rate of Pay @ 100%: \_\_\_\_\_

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Accrued Annual Leave Hours Due (including holidays) \_\_\_\_\_ X Hourly Rate \_\_\_\_\_ = Gross Pay Due \_\_\_\_\_

Formulas on this worksheet will automatically calculate when using Chrome as your web browser. If using another web browser, please download form before completing it to allow formulas to calculate correctly.

Reference TAMUS Policy: 31.03.02 Sick Leave

*Upon the death of an employee who had at least six months of continuous state service during the employee's lifetime, the member shall pay the employee's estate for the balances of the employee's vacation leave and sick leave. The payment may not exceed all of the employee's accumulated vacation leave and the lesser of half of the employee's accumulated sick leave or 336 hours of sick leave.*

*An employee, who at any time during his or her lifetime has accrued six months of continuous state employment and at the time of death is normally scheduled to work at least 40 hours a week, will have eight hours added to his or her total leave balance for each holiday that is scheduled to fall within the period after the date of death and during which the employee could have used leave. To determine the period during which leave could have been used and the number of holidays, the employee's total leave balance is allocated over the workdays after the employee's death and eight hours are added as a holiday occurs during the period. In this section, total leave balance means the sum of the accrued balance of a deceased employee's vacation leave and the lesser of half of the accrued balance of the employee's sick leave or 336 hours of sick leave.*

*For an employee who at the time of death is normally scheduled to work fewer than 40 hours a week, the number of hours added for each holiday is computed as referenced above, but is to be proportionally reduced according to the lesser number of the employee's normally scheduled weekly work hours.*

**Attach Worksheet to Payroll Supplement**