

Submit a Sick Leave Buy Back Request

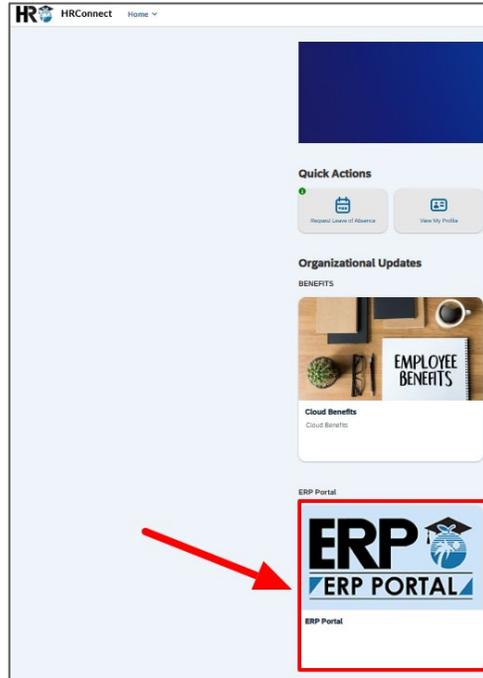
The Sick Leave Buy Back Program allows eligible employees with good or perfect attendance to buy back a portion of their unused sick leave. The Sick Leave Buy Back window must be open for participation.

This quick reference guide covers how an employee can submit a Sick Leave Buy Back request in HRConnect.

Submit a Sick Leave Buy Back Request	
Step #	Procedure
1	<p>Go to Insite BCPS Intranet Home. Then, click on the Launch Pad and sign in to Clever.</p> 
2	<p>From Clever, click on the HRConnect tile.</p> 

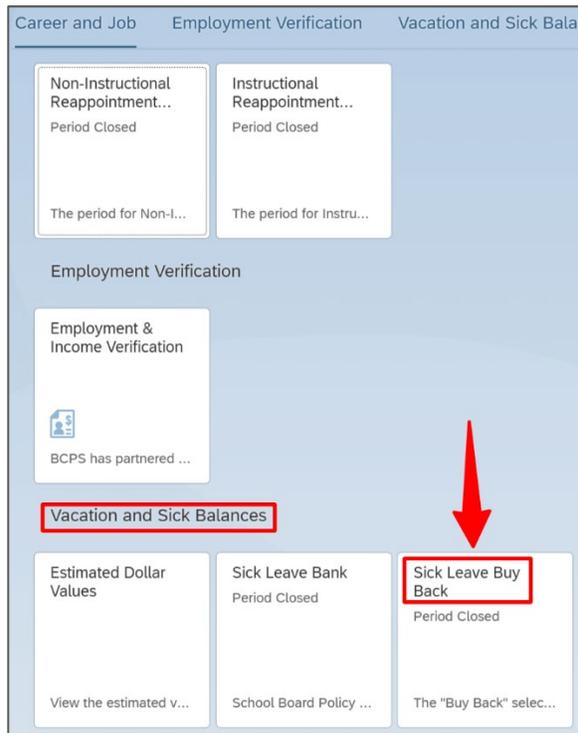
3

From the HRConnect homepage, scroll down and click the **ERP Portal** tile.



4

Scroll down and click on the **Sick Leave Buy Back** tile.

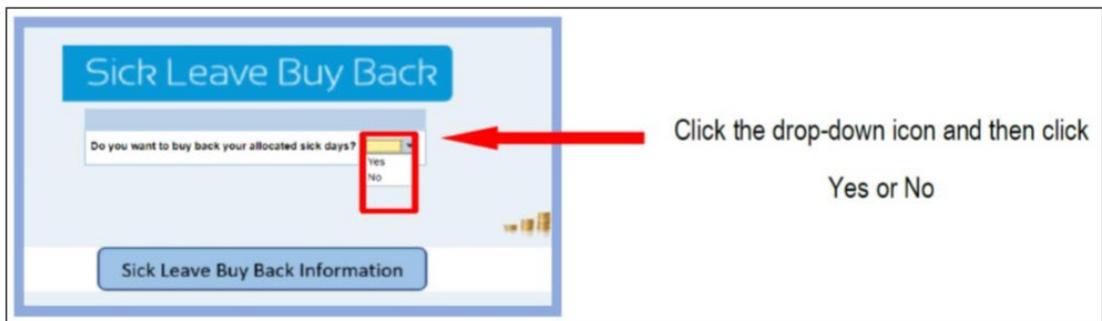


5 Important Eligibility Notes

- If you are not eligible, a message will appear explaining why (e.g., low balance, excessive usage, ineligible bargaining group, incomplete work calendar).
- A minimum of 25 sick leave days must remain in your balance as of June 30 after the buy back is processed.
- The system will not allow you to exceed the allowable number of buy back days per your bargaining unit agreement.

6 For Instructional Employees:

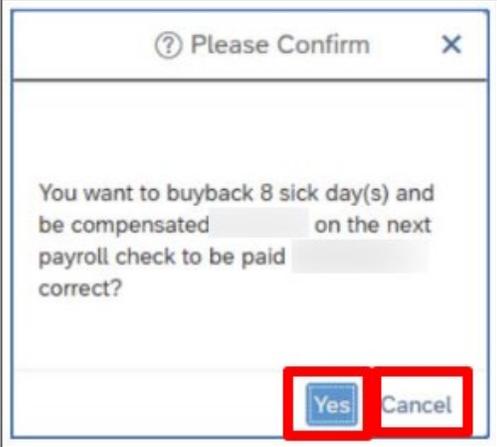
If eligible, a screen like the one below will appear:



For Non-Instructional Employees:

If eligible, a different screen will appear:



7	<ul style="list-style-type: none">· Click the drop-down arrow to view available buy-back quantities.· Select the number of days you wish to buy back.· Click the Buy Back Now button. 
8	<p>Review the confirmation pop-up:</p> <ul style="list-style-type: none">• If correct, click Yes to submit.• To make changes or cancel, click Cancel. <p>Important: Once you click “Yes,” your request is final. It cannot be changed or canceled through HRConnect.</p> 

9	<p>Confirmation</p> <ul style="list-style-type: none">• A confirmation message will appear on your screen after submission.• A confirmation email will be sent to the email address listed in SAP.• (Optional) Print or screenshot the confirmation message for your records. <div data-bbox="290 506 1544 896"><p>The screenshot shows a confirmation screen titled "Sick Leave Buy Back". It includes a "Transaction Status" section with the text: "Success! You are buying back [] hours with a payment of \$ [] and your remaining quota is [] hours. - A confirmation email has been sent to: []". Below the text is an illustration of a pink piggy bank and a bar chart with four bars of increasing height. At the bottom, there is a button labeled "Sick Leave Buy Back Information".</p></div>
10	<p>Security Reminder</p> <ul style="list-style-type: none">• Be sure to log off properly by closing all browser windows.• Failure to do so may allow others access to your personal information.• If someone opens your browser after you have logged in, they may be able to view your private data.