



Converting Your Unused Capped Sick Time Bank to Retiree Health Account Credits

This guide is designed to help you calculate an estimate of the contribution to your Retiree Health Account based on your unused Capped Sick Time Bank.

1 **Salaried Employees**
Locate your annual pay on your pay statement.

Pacific Gas & Electric Company P.O. Box 770000, MC B6B San Francisco CA 94177-0001 EMPLOYEE'S STATEMENT OF EARNINGS, DEDUCTIONS & NET PAY		Payroll Area: Utility Monthly Std Period Begin Date: 09/01/2012	Check Date: 07/01/2016 Period End Date: 09/30/2012
Crawford Chihuahua 23 Main Street San Francisco CA 94105	Personnel Number: 70206223 Department: 14873 Posn: Supervisor, Organization 1-A- Annual Pay: 114,999.96	TAX DATA: Federal Marital Status: Ma.highSR Allowances: 00 Additional Amt: 0 Exempt Status:	State Single 00 0

Divide your annual salary by 2080. This will provide a result of your annual salary in an hourly rate.
 $\$114,999.96 / 2080 = \55.29 per hour

Hourly Employees
Locate your hourly rate on your pay statement.

Earnings	Adj Pay Period	Rate	CURRENT Hours/Units	Earnings
Regular - Hourly		39.94	66.50	2,656.01



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2	<p>Hourly and Salaried Employees</p> <p>Determine your balance of Capped Sick Time Bank</p> <p>The balance* is available by going to About Me > My Time > My Time Off</p> <div data-bbox="289 569 1203 995"> <table border="1"> <thead> <tr> <th>Type</th> <th>Awarded</th> <th>Deducted</th> <th>Available</th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>502.00</td> <td>6.00</td> <td>496.00</td> </tr> <tr> <td>Floating Holiday</td> <td>144.00</td> <td>120.00</td> <td>24.00</td> </tr> <tr> <td>Paid Holiday</td> <td>440.00</td> <td>0.00</td> <td>440.00</td> </tr> <tr> <td>Capped Sick</td> <td>480.00</td> <td>4.00</td> <td>476.00</td> </tr> </tbody> </table> </div> <p>Or ask your Timekeeper or Time Administrator to provide you the balance</p> <div data-bbox="289 1079 972 1283"> <table border="1"> <thead> <tr> <th colspan="4">Employee Quota Balances</th> </tr> </thead> <tbody> <tr> <td>CpSck</td> <td>476.00</td> <td>SR</td> <td>0</td> </tr> <tr> <td>Vac</td> <td>496</td> <td></td> <td></td> </tr> <tr> <td>FH</td> <td>24</td> <td>PH</td> <td>440</td> </tr> <tr> <td>InSck</td> <td>0.00</td> <td>PUV</td> <td>0</td> </tr> </tbody> </table> </div>	Type	Awarded	Deducted	Available	Vacation	502.00	6.00	496.00	Floating Holiday	144.00	120.00	24.00	Paid Holiday	440.00	0.00	440.00	Capped Sick	480.00	4.00	476.00	Employee Quota Balances				CpSck	476.00	SR	0	Vac	496			FH	24	PH	440	InSck	0.00	PUV	0
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3	<p>Hourly and Salaried Employees</p> <p>Multiply your balance* of Capped Sick Time Bank</p>																																								
4	<p>by 25%.</p> <p>Hourly and Salaried Employees</p> <p>Multiply your hourly rate by the product obtained in Step 3.</p>																																								

* This balance may be impacted by future usage of Capped Sick hours.



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Sample Calculations – Salaried Employees	
	Continuing the example above, to calculate the potential contribution to the Retiree Health Account, two components must be used: Annual salary: \$114,999.96. Current balance of Capped Sick Time Bank: 476 hours
	Hourly Rate Component To determine the hourly rate, the annual salary is divided by 2080. $\$114,999.96 / 2080 = \55.29 per hour
	Capped Sick Time Bank Component $476 \text{ hours} \times 25\% = 119 \text{ hours}$
	Calculating Potential Contribution to the Retiree Health Account $\$55.29 \times 119 = \$6,579.51$

Sample Calculations – Hourly Employees	
	To calculate the potential contribution to the Retiree Health Account, the hourly employee will use two components: Hourly Wage: \$39.94 Current balance of Capped Sick Time Bank: 476 hours
	Hourly Wage Component The Hourly Wage is available on the employee's pay statement.
	Capped Sick Time Bank Component $476 \text{ hours} \times 25\% = 119 \text{ hours}$
	Calculating Potential Contribution to the Retiree Health Account $\$39.94 \times 119 = \$4,752.86$

Questions about your Capped Sick Time Bank?
Please review your time entries with your timekeeper or time administrator. If your timekeeper or time administrator is unable to assist, please contact Payroll at PayrollQuestions@pge.com.

Questions about your salary or hourly rate of pay?
Please reach out to your supervisor. If your supervisor is unable to help, please contact the HR Solutions Center at 223-4357 (internal), 415-973-4357 (external), or submit a request via [Ask HR](#).

Questions about Retiree Health Account eligibility?
Please reach out to the Benefits Service Center at 866-271-8144.

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