

WINCAP WEB TIPS, TRICKS & HELPFUL HINTS WHAT EVERYONE NEEDS TO KNOW

DID YOU KNOW???

Do you know the parameters of each leave category? You should be careful when entering leave requests to be sure that you are requesting the appropriate type of absence.

Sick Days – are to be used for your own personal illness or surgery.

Medical/Dental Days – are to be used for medical or dental appointments for yourself (not family members). These days get deducted from your sick leave balance.

Family Days – are to be used for illness in the immediate family or medical/dental appointments for an immediate family member.

Family Excess Days – are to be used if you have exhausted your family illness days and need to take additional family days. Family excess days will be deducted from your sick leave balance. You can use up to 5 family excess days per year.

Personal Days – are to be used for appointments that could not be scheduled outside your work day (ie, legal appointments, school meetings for your children, home maintenance appointments etc.). Remember, you do not need to use personal days for medical/dental appointments for yourself or a family member. These days should be requested as Medical/Dental days for your appointments or Family/Family Excess for family appointments.

Breast/Prostate Screening Exam Days – are to be used for mammogram or prostate cancer screenings. You are allowed to take up to ½ day for these exams. Please note: You must complete the “Verification of Paid Leave for Breast and/or Prostate Cancer Screening” form. A link to the form is included on the screen when requesting this type of leave in WinCapWeb.

Caution:

Please be aware that the system allows you to request leave time that you do not have available. However, it does not allow the absence to be posted and deducted from your balance.

You should be extra careful to review your available balance BEFORE requesting time off.

- Leave requests are not deducted from your available balance until they are posted (one week after the date of absence).
- It is necessary for you to subtract “requested” days from the “available balance” days to get your true available balance.