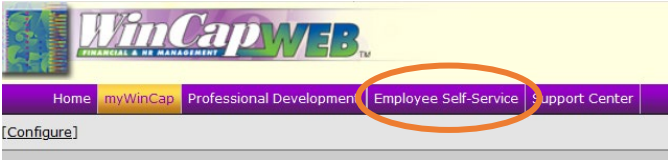


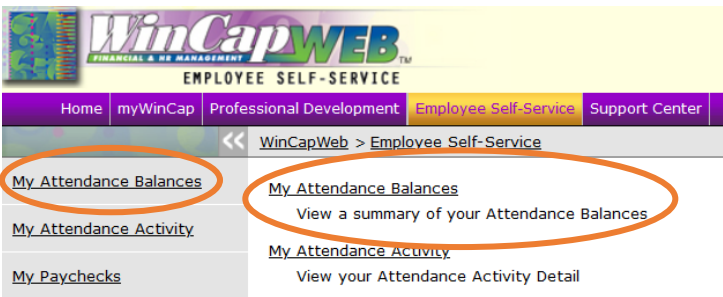
How To Determine Your PDTA Sick Leave Bank Status

Access and login to WinCap WEB through [Classlink](#) or the [PCSD "For Staff" Website](#)

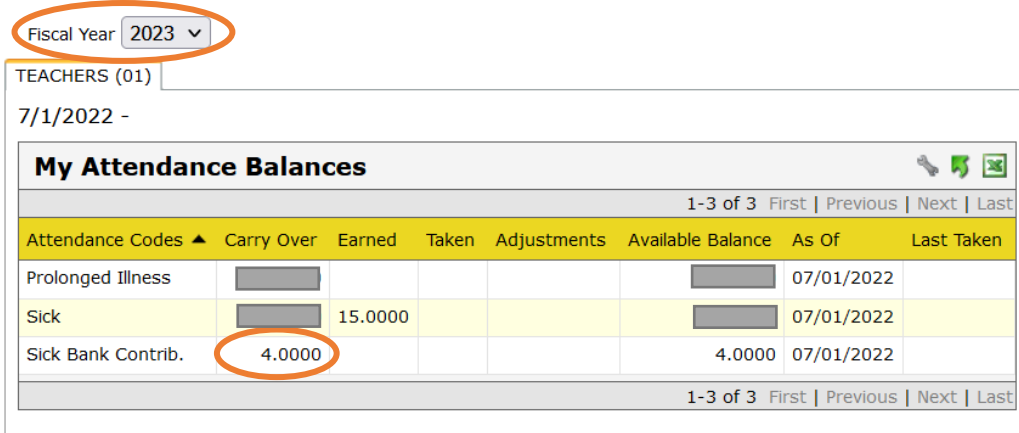
Select **Employee Self-Service**



Select **My Attendance Balances** using either option shown



Set **Fiscal Year** to the Year corresponding to the end of this school year. (2022-23 School Year → **2023**)



Sick Bank Contrib. in the Carry Over Column of 4, you are a vested Sick Leave Bank Member and no further days need to be contributed unless the bank runs low and we communicate a further need to reassess membership.

Sick Bank Contrib. in the Carry Over Column of 1, 2 or 3 you will continue to have one day deducted annually until you have contributed four (4) days. Your access to SLB days will be pro-rated.

Sick Bank Contrib. in the Carry Over Column of 0, the cell is blank or the option does not show, you are not a member of the Sick Leave Bank Member.