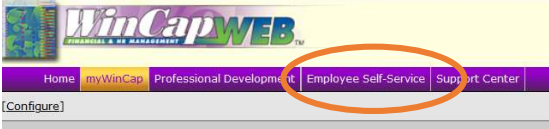


## How To Determine Your PDTO Sick Leave Bank Status

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. (2023-24 School Year → **2024**)

Fiscal Year

TEACHERS (01)

7/1/2023 -

<b>My Attendance Balances</b>							
1-3 of 3 First   Previous   Next   Last							
Attendance Codes ▲	Carry Over	Earned	Taken	Adjustments	Available Balance	As Of	Last Taken
Prolonged Illness	<del>0.0000</del>				<del>0.0000</del>	07/01/2023	
Sick	<del>0.0000</del>	15.0000			<del>0.0000</del>	07/01/2023	
<u>Sick Bank Contrib.</u>	<u>4.0000</u>				<u>4.0000</u>	07/01/2023	
1-3 of 3 First   Previous   Next   Last							

- Sick Bank Contrib. in the "Carry Over" column of **4**, you are a vested/active Sick Leave Bank Member and no further days need to be contributed this year
- 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 a total of four (4) days. Your access to SLB days will be pro-rated accordingly.
- 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. Please fill out the enrollment form if membership is desired.