

SUMMARY OF AVAILABLE LEAVE

CERTIFICATED STAFF:

12 Sick Leave Days - Cumulative

3 Family Leave Days – Non-cumulative, must meet FMLA guidelines and must be pre-approved

3 Bereavement Leave Days – Non-cumulative

2 Personal Leave Days – 2 days can be carried over, maximum is 4 days per year *

2 Paternity Leave Days – Non-cumulative

1 Emergency Leave Day – Non-cumulative

***If you opt not to carry over any days and you have not used either of the days that year, you will receive pay at per diem for one full day or if you only use one day, you'll receive ½ day at per diem on your on your July pay check. Any days that you opted to carry over will not be available for the cash out option.**

CLASSIFIED STAFF:

10 Sick Leave Days – Accrues one day each month

3 Family Leave Days – Non-cumulative, must meet FMLA guidelines and must be pre-approved

3 Bereavement Leave Days – Non-cumulative

2 Personal Leave Days – 2 days can be carried over, maximum is 4 days per year *

1 Emergency Leave Day – Non-cumulative, taken from sick leave balance

You have 10 paid holidays and paid vacation time that is based on your years of service and hours worked per year. These are built into your pay and will be reflected on your payroll worksheet that you will receive with your 1st paycheck in September.

****If you opt not to carry over any days and you have not used either of the days that year, you will receive pay at per diem for one full day or if you only use one day, you'll receive ½ day at per diem on your on your August pay check. Any days that you opted to carry over will not be available for the cash out option.**