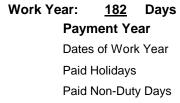
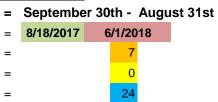
2017 – 2018 WORK YEAR CALENDAR



Non-Paid Non-Duty Days



LUNCHROOM

Pay Day	=	Sem	ii-mc	onthly
Sick Days			=	10
Personal Da	ays		=	2



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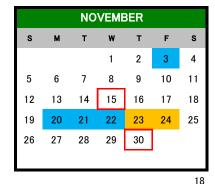
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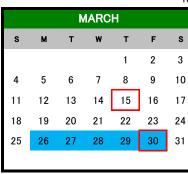




FEBRUARY S М Т w т F s



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24	25	26	27	28	29	30





JULY s М Т W т F s

Pay for time worked outside of your contracted Work Year will be handled separately - please discuss with your supervisor

Reporting Period for Absences

Absences are reported from the 15th of the previous month to the 14th of the current month

Sick Leave

You accrue one sick day per month on the last day of each month for 10 months (Sep-Jun)

Sick leave hours can be used in 1/2 hour increments

- Sick leave is not paid out at time of separation
- Sick leave balances carry over from year-to-year and there is no maximum balance

Personal Leave

Full accrual given in September

You earn 1 personal leave days in September for 1st semester and 1 personal leave days in January for 2nd semester

Cannot be used to extend a school break, holiday, or the first and last 4 weeks of school

Can be used in halfday or fullday increments

Unused hours roll into sick leave hours at the completion of your scheduled work year

Personal leave balances are not paid out at time of separation