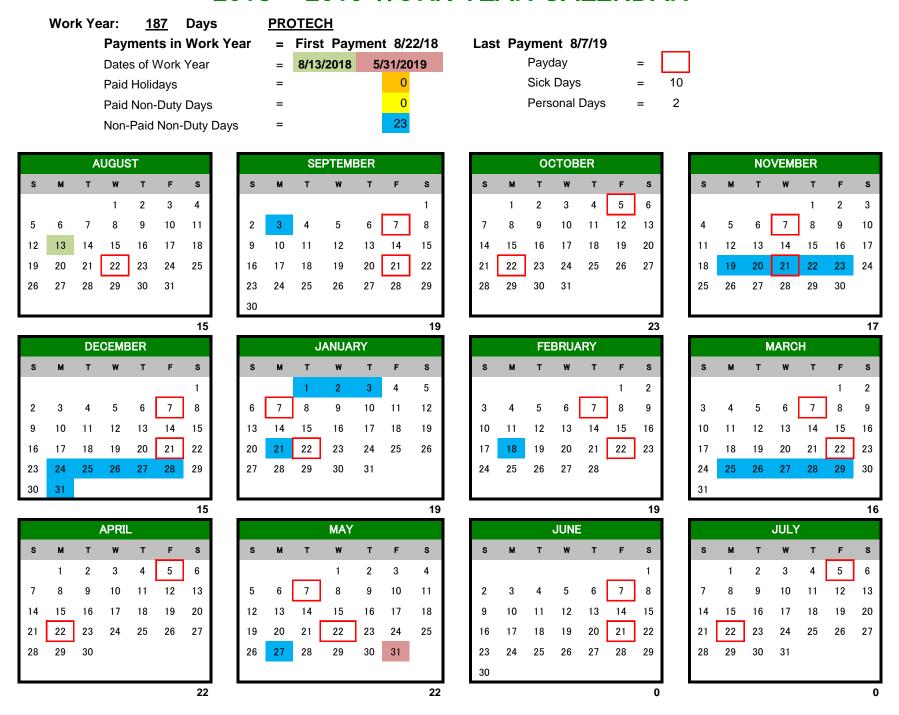
## 2018 – 2019 WORK YEAR CALENDAR



## **Sick Leave**

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

Sick leave is not paid out at time of separation

Sick leave balances carry over from year-to-year and have no maximum balance

Sick leave is not paid out at time of separation. Sick leave is only paid out when an employee retires from the District with PERA

## **Personal Leave**

You earn 1 personal leave days in Aug. for 1st semester and 1 personal leave days in Jan. for 2nd semester

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

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

Personal leave balances are not paid out at time of separation

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