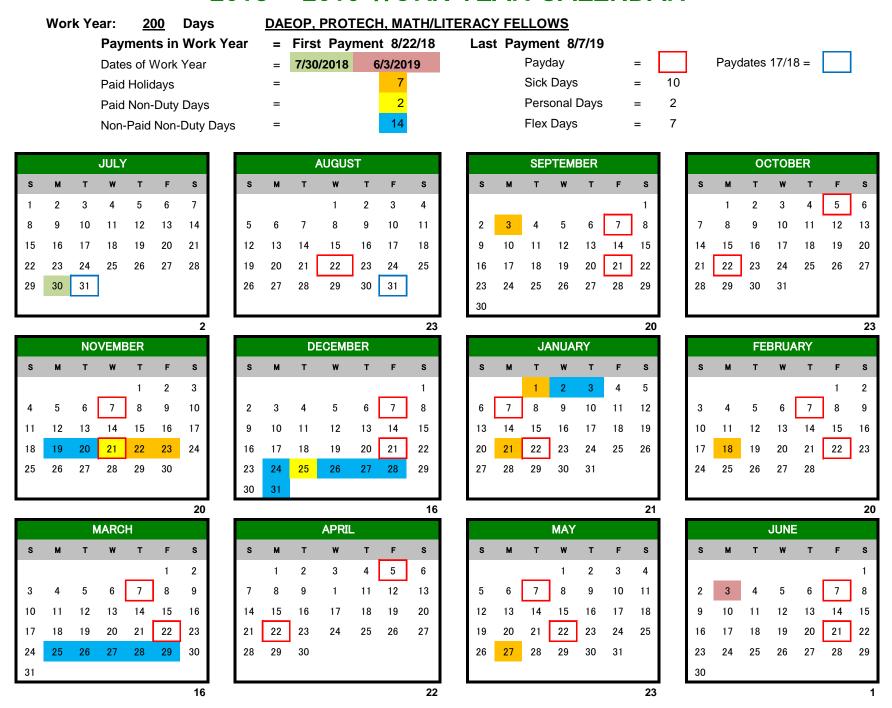
2018 - 2019 WORK YEAR CALENDAR



Sick Leave

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

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 with you from year-to-year and there is 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

Full personal leave accrual is given in August

You earn 1 personal leave day in August for 1st semester and 1 personal leave day in January for 2nd semester

Unused personal hours roll into sick balance the following school year

Personal leave balances are not paid out at time of separation.

Flex Days:

7 flex days are given for the full year

Flex days are not part of your annual base salary. Unused flex time will be paid out at the completion of your work year in July.

200 Day DAEOP, ProTech Page 2 of 2