

2016 – 2017 WORK YEAR CALENDAR

Work Year: **220** Days

Payment Year

Dates of Work Year

Paid Holidays

Paid Non-Duty Days

Non-Paid Non-Duty Days

DAEOP OR PROTECH

= **September 30th - August 31st**

= **9/1/2016 8/31/2017**

= **7**

= **4**

= **26**

Pay Day = Last week day each month

Sick Days = 12 see notes below

Personal Days = 2

Vacation Days = 15

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

18

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

20

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23

Pay Period

You are a current paid employee. You are paid from the 1st day of the month through the last day of the month on the last week day of the month

Reporting Period for Absences/Exceptions

Absences/exceptions 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-Aug)

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

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 September

You earn 1 personal leave days in September for 1st semester and 1 personal leave days in March 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.

Vacation Leave

You accrue 10 hours of vacation for each complete month worked

The maximum vacation balance is 2x your annual accrual and is applied yearly to your Feb 1st balance

which includes vacation reporting through 1/14/xx and the 1/31 accrual

Vacation accrual over maximum is deducted from accruals and not paid out

Payment Calculations

Salary is based on 220 paid days from 9/1 - 8/31

$220 \text{ paid days} \times 8 \text{ hrs per day} = 1760 \text{ hrs} / 12 \text{ months} = 146.66 \text{ hours per month.}$

Late appointment for employee starting any day other than 9/1/16: see your payroll tech

Info: Your salary is based on 220 paid days worked Sept 1st - Aug 31st. There are 235 days in your workyear including holidays and paid non-duty days.

The extra 15 days are accrued in your vacation plan and are not part of the paid 220-day salary. Example: 1. Termed 8/31. Employed 9/1-8/31 and did not take any vacation days, they would have worked 15 more days than their salary paid them and we would then payout for the 15 days of vacation.

Example 2: Termed 8/31. Employed 9/1-8/31 and used all their vacation. They would be owed no more pay because they completed their contract year and used what was available to them.

Example 3: Termed 6/30. Employed 9/1-6/30 and used accrued vacation days as given. Employee will be paid balance in their vacation accrual plan. Reserve balance from Contract Pay will process as either a negative or positive.

