

# 2016 – 2017 WORK YEAR CALENDAR

Work Year: **235** Days

Payment Year

Dates of Work Year

Paid Holidays

Paid Non-Duty Days

Non-Paid Non-Duty Days

## ADMINISTRATION & PROTECH

= September 30th - August 31st

= 9/1/2016 8/31/2017

= 7

= 5

= 6

Pay Day = Last week day each month

Sick Days = 12 see notes below

Personal Days = (4 Days - Admin) or (2 Days - ProTech)

Vacation Days = 20

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

19

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				

22

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	

20

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					

21

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

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 1/2 personal leave accrual in September for 1st semester and 1/2 personal leave accrual 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 13.33 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

Earned vacation balance is paid out to you at time of separation

### **Payment Calculations**

Salary is based on 235 paid days

Calculation: 255 scheduled days less your 20-day vacation accrual = 235 paid days

235 paid days x FTE = annual hours / 12 months = monthly pay (Ex. 235 days x 8 hr per day = 1880 / 12 months = 156.67 hrs)

### **Late Appointment Calculations**

Hired any day other than the first working day of the month, payout current month's hours in the month of hire

Remaining scheduled days less vacation accruals / remaining months in payment year

Ex: Hired 10/16. 10/16-10/31 = 88 hrs pay on 10/31/15

11/1 - 8/31 = 1688 hrs less 133.33 vacation day accruals (13.33 x 10 mos) / 10 months = 155.47 hrs paid each month



