## 2018 – 2019 WORK YEAR CALENDAR

Work Year: <u>245</u> Days Payments in Work Ye Dates of Work Year Paid Holidays Paid Non-Duty Days Non-Paid Non-Duty Days									<b>=</b> = =	First Payment 8/22/18 8/1/2018 7/31/2019 13 0						Last Payment 8/7/19 Payday = Sick Days = 12 Personal Days = 2 Vacaion Days = 17							2	Paydate for 17/18						
	AUGUST							SEPTEMBER							OCTOBER								NOVEMBER							
s	м	т	w	т	F	s		s	м	т	w	т	F	s		s	м	т	w	т	F	s		s	м	т	w	т	F	s
			1	2	3	4								1			1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11		2	3	4	5	6	7	8		7	8	9	10	11	12	13		4	5	6	7	8	9	10
12	13	14	15	16	17	18		9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17
19	20	21	22	23	24	25		16	17	18	19	20	21	22		21	22	23	24	25	26	27		18	19	20	21	22	23	24
26	27	28	29	30	31			23	24	25	26	27	28	29		28	29	30	31					25	26	27	28	29	30	
								30																						
23									20							23								22						
	DECEMBER								JANUARY							FEBRUARY								MARCH						
s	м	т	w	т	F	S		S	М	т	w	т	F	S		s	М	т	W	т	F	S		S	М	т	w	т	F	S
						1				1	2	3	4	5							1	2							1	2
2	3	4	5	6	7	8		6	7	8	9	10	11	12		3	4	5	6	7	8	9		3	4	5	6	7	8	9
9	10	11	12	13	14	15		13	14	15	16	17	18	19		10	11	12	13	14	15	16		10	11	12	13	14	15	16
16 23	17 24	18 25	19 26	20 27	21 28	22 29		20 27	21 28	22 29	23 30	24 31	25	26		17 24	18 25	19 26	20 27	21 28	22	23		17 24	18 25	19 26	20 27	21 28	22 29	23 30
23 30	31	20	20	27	28	29		21	28	29	30	31				24	20	20	21	28				24 31	20	20	21	28	29	30
30	20								23							20								21						
			APRI	L				MAY								JUNE								JULY						
s	м	т	w	т	F	s		s	м	т	w	т	F	s		s	м	т	w	т	F	S		s	м	т	w	т	F	s
	1	2	3	4	5	6					1	2	3	4								1			1	2	3	4	5	6
7	8	9	10	11	12	13		5	6	7	8	9	10	11		2	3	4	5	6	7	8		7	8	9	10	11	12	13
14	15	16	17	18	19	20		12	13	14	15	16	17	18		9	10	11	12	13	14	15		14	15	16	17	18	19	20
21	22	23	24	25	26	27		19	20	21	22	23	24	25		16	17	18	19	20	21	22		21	22	23	24	25	26	27
28	29	30						26	27	28	29	30	31			23	24	25	26	27	28	29		28	29	30	31			
																30														
						22								23								20								23

## 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 August You earn 1 personal leave day in August for 1st semester and 1 personal leave day in February 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 11.33 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 Earned vacation balance is paid out to you at time of separation