2018 - 2019 WORK YEAR CALENDAR

Work Year: <u>245</u> Days									= <u>PROTECH & SECURITY F</u> ar = First Payment 8/22/18																					
	Payments in Work Yea							ar	=							Las	t Pa	ymeı		/7/19)									
	Dates of Work Year								=	8/1/	2018	7	/31/20)19				Payo	•			=			Payo	date f	or 17	/18		
	Paid Holidays								=				13						Days			=	12							
	Paid Non-Duty Days							=				0					Pers	onal	Days	3	=	2								
Non-Paid Non-Duty Days								=				1					Vaca	aton [Days		=	15								
	AUGUST							SE	PTEM	BER						00	стов	ER						NO	VEME	BER				
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						1	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	17	18	19	20	21	22		20	21	22	23	24	25	26		17	18	19	20	21	22	23		17	18	19	20	21	22	23
23	24	25	26	27	28	29		27	28	29	30	31				24	25	26	27	28				24	25	26	27	28	29	30
30	31																							31						
	20													23								20								21
	APRIL									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		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														
															J	تّ							l							

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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 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

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

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