

2016 – 2017 WORK YEAR CALENDAR

Work Year: **245** Days

CUSTODIAL -CWA

Payment Year

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

Dates of Work Year

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

Pay Day = Semi-monthly =

Paid Holidays

= **13**

Sick Days = 12 see notes below

Paid Non-Duty Days

= **0**

Personal Days = 2

Non-Paid Non-Duty Days

= **1**

Vacation Days = 19

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

22

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
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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

APRIL						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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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
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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 thru the 15th on the 15th of the same month.

The 16th of the month to the last day of the month is paid on the last day of the same 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 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 12.67 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 245 paid days

245 paid days x FTE = annual hrs/24 payments =semi-monthly hrs (Ex. 245 days x 8 hr per day =1960/24 months = 81.67 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 10/16/16. 10/16-10/31 = 88 hrs pay on 10/31/16

11/1 - 8/31 = 1728 hrs less 100 vacation day accruals/ 20 payments = 81.40 hrs paid each month

Pay Period

You are a current paid employee. You are paid from the 1st day of the month through the 15th 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 you are on sick leave at the time of separation.

Personal Leave

Full personal leave accrual is given in September.

You earn 1 personal leave day in September for 1st semester and 1 personal leave day 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 balance.

which includes vacation reporting through 1/14/xx and the following 1/14/xx.

Vacation accrual over maximum is deducted from accrual.

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 .5 FTE = 117.5 annual hours / 12 months = 9.79 monthly pay)

Late Appointment Calculations

Hired any day other than the first working day of the month, payout current month's salary.

Remaining scheduled days less vacation accruals / remaining months in current month.

Ex: Hired 10/16/15. 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 monthly pay

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balances carry with you from year-to-year and there is no maximum balance

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

Personal leave accrual is given in September

one personal leave day in September for 1st semester and 1 personal leave day in March for 2nd semester

Personal hours roll into sick balance the following school year

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

Vacation

13.33 hours of vacation for each complete month worked

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

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

Monthly Pay Calculations

Based on 235 paid days

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

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

Monthly Payment Calculations

Monthly pay 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

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

10/16/15 = 1688 hrs less 133.33 vacation day accruals (13.33 x 10 mos) / 10 months = 155.47 hrs paid each month

Pay Period

You are a current paid employee. You are paid from the 1st day of the month through 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 is terminated

Personal Leave

Full personal leave accrual is given in September

You earn 1 personal leave day in September for 1st semester and 1 personal leave day in May 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 February 1st

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

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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 hrs / 12 mos = 156.67)

Late Appointment Calculations

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

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

Ex: Hired 10/16/15. 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

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Pay Period

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Personal Leave

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11/1 - 8/31 = 1688 hrs

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Absences/Exceptions

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Calculations

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Late Appointment Calculations

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

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Pay Period

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Absences/exceptions are reported

Sick Leave

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Sick leave balances carry with you
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Personal Leave

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Personal leave balances are not paid

Vacation Leave

You accrue 13.33 hours of vacation
The maximum vacation balance is 133.33
which includes
Vacation accrual

Earned vacation balance is paid out

Payment Calculations

Salary is based on 235 paid days
Calculation: 255 scheduled days less
235 paid days x FTE = annual hours

Late Appointment Calculations

Hired any day other than the first
Remaining scheduled days

Ex: Hired 10/16/15. 10/16-10/31 = 16
11/1 - 8/31 = 1688 hrs less 133.33

You are paid from the 1st day of the month through the last day of the month on the last

Exceptions

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September for 1st semester and 1 personal leave day in March for 2nd semester

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