# 2017 - 2018 WORK YEAR CALENDAR

#### Work Year:

### TRANSPORTATION & TRANSPORTATION PROTECH

**Payment Year** 

September 30th - August 31st

Dates of Work Year

9/1/2017 8/31/2018

Pay Day = Last week day each month

Paid Holidays Paid Non-Duty Days

Days

Sick Days Personal Days 

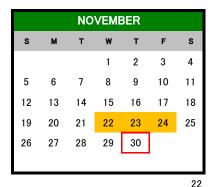
see notes below

Non-Paid Non-Duty Days

Vacation Days 

**SEPTEMBER** 

	OCTOBER										
s	М	т	w	т	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									



DECEMBER									
s	М	т	w	т	F	s			
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10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			
31									

**JANUARY** s 

FEBRUARY									
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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	М	т	w	т	F	s			
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11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			
						22			

APRIL								
s	М	Т	w	Т	F	s		
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8	9	10	11	12	13	14		
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22	23	24	25	26	27	28		
29	30							
						21		

MAY									
s	М	т	w	т	F	s			
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13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					
						23			

JUNE									
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17	18	19	20	21	22	23			
24	25	26	27	28	29	30			
						21			

JULY									
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8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30	31							
	!								

AUGUST									
s	M	Т	w	Т	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				

#### **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 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 personal leave day in September for 1st semester and 1 personal leave day 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.