

## Leave Balance Report Information

### Leave accumulation

Each eleven month employee accumulates one (1) sick leave day for each month worked for a total of eleven days per year. The accumulated sick leave is kept in hours with 7.5 hours representing one full day. In addition, some eleven month employees are allowed two (2) personal and professional days per year. One personal and professional day is accrued on August 1<sup>st</sup> (period 15) and the other is accrued on December 31<sup>st</sup> (period 24). Each eleven month employee accumulates annual leave each month based on years of service. Employees with five years or less of service accumulate 7.5 hours per month. Employees with less than 10 years of service but more than five years of service accumulate 11.3 hours per month. Employees with less than 20 years of service but more than 10 years of service accumulate 13.2 hours per month. Employees with more than 20 years of service accumulate 15.0 hours per month. There is a maximum of allowable annual leave hours allowed depending on years of service. Leave above the maximum allowable is transferred to sick leave on the employees hire date anniversary. Holiday compensatory leave is earned when an employee works during a scheduled state holiday.

### Pay Periods

There are twenty-four pay periods per year. They are numbered 1 through 24 beginning January 1 of each calendar year. Each school year begins with period 13 starting July 1 and ends with period 12 of the following year. You start accruing sick leave days at the end of August (period 16).

### Beg SL

Beg SL represents your beginning sick leave balance each pay period.

### SL Used

SL used represents the hours taken during a specific pay period.

### SL Accrd

SL accrd represents the sick leave hours accumulated during a specific pay period.

### SL Bal

SL bal represents the sick leave hours available for use in future pay periods.

### Beg PP

Beg pp represents your beginning personal and professional leave hours each pay period.

### PP Used

PP used represents the hours taken during a specific pay period.

### PP Accrd

PP accrd represents the hours accumulated during a specific pay period.

### End PP

End pp represents the hours available for use in future pay periods.

Any unused personal and professional hours will transfer to sick leave hours at the end of the school year.

### Beg AL

Beg AL represents your beginning annual leave balance each pay period.

AL Used

AL used represents the hours taken during a specific pay period.

AL Accrd

AL accrd represents the annual leave hours accumulated during a specific pay period.

AL Bal

AL bal represents the annual leave hours available for use in future pay periods.

Beg HC

Beg HC represents your beginning holiday comp leave balance each pay period.

HC Used

HC used represents the hours taken during a specific pay period.

HC Accrd

HC accrd represents the holiday comp leave hours accumulated during a specific pay period.

HC Bal

HC bal represents the holiday comp leave hours available for use in future pay periods.

YOU MUST USE HOLIDAY COMP LEAVE BEFORE USING ANNUAL LEAVE.

Hours are to be recorded to the tenth of an hour.

.1 hour = 6 minutes .2 hour = 12 minutes .3 hour = 18 minutes

.4 hour = 24 minutes .5 hour = 30 minutes .6 hour = 36 minutes

.7 hour = 42 minutes .8 hour = 48 minutes .9 hour = 54 minutes

1.0 hour = 60 minutes

Annual leave is represented by hour type 01 on the attendance and leave form.

Sick leave is represented by hour type 02 on the attendance and leave form.

Holiday comp leave is represented by hour type 03 on the attendance and leave form.

Personal and professional leave is represented by hour type 04 on the attendance and leave form.

Sick Leave Bank

A deduction is made yearly from your sick leave balance if you are enrolled in the sick leave bank.

Pay Periods

Period 1 – January 1 through 15

Period 2 – January 16 through 31

Period 3 – February 1 through 15.

Period 4 – February 16 through 28 (29 on leap year).

Period 5 – March 1 through 15.

Period 6 – March 16 through 31.

Period 7 – April 1 through 15.

Period 8 – April 16 through 30.

Period 9 – May 1 through 15.

Period 10 – May 16 through 31.

Period 11 – June 1 through 15.

Period 12 – June 16 through 30.

Period 13 – July 1 through 15.

Period 14 – July 16 through 31.

Period 15 – August 1 through 15.

Period 16 – August 16 through 31.

Period 17 – September 1 through 15.

Period 18 – September 16 through 30.

Period 19 – October 1 through 15.

Period 20 – October 16 through 31.

Period 21 – November 1 through 15.

Period 22 – November 16 through 30.

Period 23 – December 1 through 15.

Period 24 – December 16 through 31.