

Leave Information

180-day employees earn sick leave at the rate of 1.25 days per month for nine months, September through May, totaling 11.25 days per year.

190-day employees earn sick leave at the rate of 1.25 days per month for ten months, September through June, totaling 12.5 days per year.

217-day employees earn sick leave at the rate of 1.25 days per month for eleven months, August through June, totaling 13.75 days per year.

236-day employees earn sick leave at the rate of 1.25 days per month for twelve months, July through June, totaling 15 days per year. Annual leave is earned according to longevity of 12-month service – 1 day per month for less than 5 years (12 days), 1.25 days per month for 5 years but less than 10 years (15 days), and 1.5 days per month for 10 or more years (18 days). Only 30 annual leave days will roll over to the next year, and only up to 15 annual leave days are paid when a 236-day employee terminates employment.

Sick leave days are not fronted. They are earned monthly. If you use more than the number of earned days available, you will be docked at your daily rate of pay. The same is true for Annual Leave.

Personal leave means that you can use up to three of your sick leave days for personal business or pleasure. These days will sometimes show up as a balance before the sick leave is earned. However, please remember that, even if you show a balance of personal leave, it is not available to use unless there is a corresponding balance of sick leave. Your pay will be docked if you exceed the three-day maximum or if you do not have a sick leave balance available to cover personal leave.