



**APPENDIX
VACATION / SICK SCHEDULES
ALL EXEMPT / NON-EXEMPT**

**2009-2010
FULL TIME VACATION & SICK TIME BENEFITS
Eligibility based on Hire/Rehire Date**

	Year 1		Year 2		Year 3+	
	First Year Of Employment	Annual Accrual **	(13 MOS – 24 MOS)	Annual Accrual	(25 months and thereafter)	Annual Accrual
NON-EXEMPT						
VACATION	2.2 hours per pay period*	1 week	3.33 hours per pay period	2 weeks	5.0 hour per pay period	3 weeks
SICK*	2.2 hours per pay period*	1 week	1.67 hours per pay period	1 week	1.67 hrs. per pay period	1 week
COMBINED	4.44 hours	2 weeks	5.0 hours	3 weeks	6.67 hours	4 weeks
EXEMPT						
VACATION	3.33 hours per pay period	2 weeks	3.33 hours per pay period	2 weeks	5.0 hour per pay period	3 weeks
SICK*	1.67 hours per pay period	1 week	1.67 hours per pay period	1 week	1.67 hrs. per pay period	1 week
COMBINED	5.0 hours	3 weeks	5.0 hours	3 weeks	6.67 hours	4 weeks
<p><i>*New hires accrue no Vacation or Sick in first 90 days but “catch up” their annual entitlement in following 9 months. **Accrual is equal to equivalent time off based on a 40 hour week. Assumes no break in service.</i></p> <p><i>*Unused sick time, in excess of 16 hours, rolls into vacation banks at Open Enrollment (Oct 01) of each year.</i></p>						
PART TIME (by exception only)						
<p>Prorated based on a percentage of FT Schedule based on <100>75%, <75>50%. Hours less than 50% are not eligible for Benefits of any kind.</p>						
CREDENTIALLED TEACHERS						
	Year 1		Year 2		Year 3+	
VACATION	Vacation & Holidays according to School Calendar (Teacher Year is 225 days – Approximate Vacation Equivalent to 5 weeks)					
SICK**	1.67 hours per pay period					
<p><i>** Unused sick time does not roll into vacation bank; however, there is no cap on maximum accruals.</i></p>						