



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

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
PART TIME (by exception only)						
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.						
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			2.67 per pay period		
*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.						