

SICK LEAVE ACCURAL INFORMATION

10 MONTH/7.5 HR - INSTRUCTIONAL STAFF

<u>MONTH</u>	<u>HOURS</u>
Advanced days for Feb., Mar., Apr. & May	30
August	7.5
September	7.5
October	7.5
November	7.5
December	7.5
January	<u>7.5</u>
Total sick hours to accrue:	75

Employees **DO NOT** accrue personal leave hours. But they may use up to 6 days (45hrs) of their sick hours (if they have them) to use as personal.

Instructional staff have the initial 30 hours posted immediately. Hours accrued for August through January are posted after the end of the month checks have been processed.