

SICK LEAVE ACCURAL INFORMATION

10 MONTH/7.5 HR - NON-INSTRUCTIONAL STAFF

<u>MONTH</u>	<u>HOURS</u>
August (Advance 3 days sick +1 day for Aug)	30
September	7.5
October	7.5
November	7.5
December	7.5
January	7.5
February	<u>7.5</u>

Total sick hours to accrue: **75**

The 3 sick days advanced at the end of Aug are for the months of Mar., Apr. & May.

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.

All hours are posted after the end of the month checks have been processed.