

SICK LEAVE ACCURAL INFORMATION

12 MONTH/8 HR - NON-INSTRUCTIONAL STAFF

<u>MONTH</u>	<u>HOURS</u>
July (Advance 3 days sick + 1 day for July)	32
August	8
September	8
October	8
November	8
December	8
January	8
February	8
March	8
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Total sick hours to accrue:	64

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

Employees **DO NOT** accrue personal leave hours. But they may use up to 6 days (48hrs) 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.