

SICK LEAVE ACCURAL INFORMATION

9 MONTH/4.5 HR - NON-INSTRUCTIONAL STAFF (BUS DRIVERS)

<u>MONTH</u>	<u>HOURS</u>
August (Advance 3 days sick +1 day for Aug)	18
September	4.5
October	4.5
November	4.5
December	4.5
January	4.5
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Total sick hours to accrue:	40.5

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

Employees **DO NOT** accrue personal leave hours. But they may use up to 6 days (27hrs) 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.