

What happens to my personal days at the conclusion of the school year?

Each CBA outlines the limits and options (if applicable) regarding personal days. Below is a summary only. Please refer to your CBA for detailed information.

Professional Employees	Maintenance Staff	Educational Support Personnel	Custodians & Cafeteria Staff	Transportation Staff
<ul style="list-style-type: none">• Annual election notice distributed to staff in May• Option to accrue up to 3 days, be paid for up to 2 days at the rate outlined in CBA or convert excess days to sick days• Balance may not exceed limit outlined in CBA when new days are awarded for the subsequent school year	<ul style="list-style-type: none">• Days are not cumulative• Unused days are automatically converted to sick days	<ul style="list-style-type: none">• Balance may not exceed limit outlined in CBA when new days are awarded for the subsequent school year• Unused days in excess of limit specified in CBA are forfeited	<ul style="list-style-type: none">• Days are not cumulative• Unused days are automatically converted to sick days	<ul style="list-style-type: none">• Days are not cumulative• Unused days are paid out at the conclusion of the school year using the formula outlined in the CBA

NOTE: Due to the lag in reporting attendance, awards/updates effective with the new fiscal year typically do not appear until after the second pay in July.