

Contractual employees of the Carroll County Public School system are granted personal illness, family illness, personal business and vacation hours, if applicable, based upon three important factors: (1) the employee's bargaining unit, (2) their full-time equivalency (FTE) and (3) their job-classification.

Leave balances are listed in hours on the employee's biweekly pay stub. Employees are normally granted their leave in advance of the new fiscal year. The following types of employee leave may appear on an employee's pay stub:

### **LEAVE BALANCES**

Personal Illness (A)	One day per month is advanced at the beginning of each fiscal year. The sick day entitlement is prorated for part-time employees and newly hired employees according to the number of months remaining in their respective contract year. Personal illness leave may be accumulated to the maximum amount earned.
Vacation (B)	Twelve month employees are entitled to Vacation. (See Leave Table in the Master Agreement for accrual rates).
Personal Business (C)	Personal Business days are advanced at the rate of three annually. Ten month employees earn one day for three months of service. Twelve month employees earn one day for every four months of service.  Unlike personal illness days, personal business days accrue and must be repaid if an employee terminates employment before June 30, of each year <b>and</b> the hours taken are greater than the hours accrued.
Bereavement Leave (D)	Three to five days of excused leave are given with no deduction of vacation, sick leave or personal business days to all contracted employees as stated in the negotiated master agreements.
Professional Absence (E)	Time away from the workplace to attend a job related training or activity.
Jury Duty (F)	Time off is recorded as other leave (code F on the attendance sheet), the employee is paid for a Jury Duty day in full. Any compensation received from the court is considered reimbursement of the employee's expenses and NOT endorsed over to the board of education.

Family Sick (H)

Contracted employees are allotted one day per month to be used in caring for a sick household member or an immediate family member (mother, father, spouse or child(ren) regardless of residency). Days are prorated for part-time and newly hired employees who begin work during the year.

**Please note: Family illness hours are included in both the personal illness and family illness balances. Family illness hours are NOT in addition to the personal illness hours. (Example: when a family sick day is taken, the balance in both the family sick and personal illness decreases by one day).**

Sick Bank (Z)

Additional sick leave days may be granted to an employee who is a member of the sick bank and has met all necessary requirements to receive a grant from the sick bank.

*Please note: Continuing professional education, jury duty, bereavement leave and military leave will appear as a negative balance on the pay stub as **Miscellaneous Leave**. Hourly employees and substitute teachers are not granted leave time.*