



Alexandria City Public Schools

## LEAVE ACCRUAL

### Administrators (12 months)\*

- Personal – 4 days advanced
- Sick – 14 days advanced
- Annual – 18 days advanced

### Administrators (11 months)\*\*

- Personal – 4 days advanced
- Sick – 12.5 days advanced

### Teachers (10 months)\*\*\*

- Personal – 4 days advanced
- Sick – 11 days advanced

### Teachers (11 months)\*\*

- Personal – 4 days advanced
- Sick – 12 days per year advanced

### Teachers (12 Months)\*

- Personal – 4 days advanced
- Sick – 13 days advanced
- Annual – 12 days advanced

\*Sick leave, annual leave, and personal leave are advanced on the 2<sup>nd</sup> pay of July each year.

\*\*Sick leave and personal leave are advanced on the 2<sup>nd</sup> pay of August each year.

\*\*\* Sick leave and personal leave are advanced and shown on the first pay in September

For administrators, personal leave in excess of 4 days at June 30 of each year shall be converted to annual leave and will be carried forward to each year without limitation. There is no accrual limit on sick or annual leave.

### Paraprofessional (10 months)

- Personal – 4 days advanced
- Sick Leave – 1<sup>st</sup> year - 6.8 hours per month; 2<sup>nd</sup> year - 74.8 hours advanced (11 days)\*\*\*

### Security Monitors (10 months)

- Personal – 28 hours advanced
- Sick – 7.7 hours per month

### Administrative Support (10 month)

- Personal – 4 days advanced
- Sick – 7 hour employees – 7.7 per month worked; 8 hour employees – 8.8 per month worked

### Administrative Support (11 month)

- Personal – 4 days advanced
- Sick – 7 hours employees – 7.95 hours per month worked; 8 hour employees – 9.09 hours per month worked.

### Administrative Support (12 months)

- Personal – 4 days advanced
- Sick – 7 hour employees -8.17 hours per month worked; 8 hour employees – 9.33 hours per month worked
- Annual – 7 hour employees – 7 hours per month worked; 8 hour employees – 8 hours per month worked

For licensed and support employees, personal leave days in excess of 8 days at June 30 of each year shall be converted to sick leave and will be carried forward to each year without limitation.

### Educational Facilities Supervisors and Food Service Managers (12 months)

- Personal – None
- Sick – 10 hours per each month worked.
- Annual – 7.5 hours per month

### Food Service Managers (10 months)

- Personal – 32 hours per year advanced
- Sick – 8 hour employees – 8.8 hours per month worked; 7 hour employees – 7.7 hours per month worked; 6 hour employees – 6.6 hours per month worked

### Maintenance, Custodial, Bus Driver and Monitor, Food Service Workers (10 month)

- Personal – 4 days advanced
- Sick – 8.8 hours earned each month

### Maintenance, Custodial, Bus Driver and Monitor, Food Service Workers (12 months)

- Personal – None
- Sick – 1.25 days (10 hours) per month of employment
- Annual – One day per month plus bonus days

For support employees, annual leave in excess of 45 days at June 30 of each year will be forfeited.