

## How and When Do I Accrue Sick and Annual Leave?

### How do I accrue sick leave hours?

- At the beginning of every fiscal year each regular employee is credited with four (4) sick days.
- Classroom teachers and others in the instructional classification such as Guidance Counselors, School Psychologists and Media Specialists receive their four (4) sick days as of the first day of their contract year and may use them immediately per State Statute.
- Remaining regular employees are credited the four (4) sick days on the first day of the month following the start of their contract year.
- Credited days are indicated in the Sick Leave portion of the Paid Time Off section on your pay stub.
- Sick leave will be credited to the employee at the end of the month and may not be used before it is credited. Each employee is entitled to earn one (1) day of sick leave times the number of months of employment during the year provided they have eleven (11) or more compensated days in that month.
- Please be aware that should you terminate prior to the time that all leave is earned, or be in an unpaid status during the year, such as a leave of absence, the Payroll Department will adjust your sick leave balance for the unearned sick days.
- Each employee is entitled to six (6) personal days every fiscal year, if you use a personal day it is also deducted from your available sick leave.
- Employees are entitled to roll unused sick leave balances from one fiscal year to the next per School Board policy 6GX50-3.80.

### How do I accrue annual or vacation leave?

- Employees in positions of 250 duty days or more earn one day of vacation leave a month for each month you have eleven (11) or more compensated days.
- This time rolls from year to year, but is capped pursuant to State Statute 1012.95 and Board policy 6GX50-3.80.
- An employee with less than five (5) years of continuous service at a rate of one (1) day per month, cumulative to twelve (12) work days per year.
- An employee with five (5) to ten (10) years continuous service at a rate of one and one-quarter (1 1/4) days per month, cumulative to fifteen (15) work days per year.
- An employee with ten (10) years or more of continuous service at a rate of one and one-half (1 1/2) days per month, cumulative to eighteen (18) work days per year.
- Employees transferring from another FRS (Florida Retirement System) agency and who have no break in service may be eligible for accrual rates defined in bullets 4 and 5 above. Please contact Human Resources at 1-877-477-3722 at the time of hire.

### Transfer of Sick Time from another FRS Employer -

If you are transferring from another Florida district or another FRS (Florida Retirement System) employer, you may transfer your sick time to the School District of Palm Beach County. After we receive the sick leave balance remaining with your prior employer, Payroll will credit you 50% of the transferred leave balance. Thereafter, you will be credited an additional one day per month for every day you earn as an employee. This will continue until the remaining 50% dwindles to zero. Please note that it is your responsibility (after 30 days) to verify the information has been updated. If it has not been updated, you will need to contact Human Resources as 1-877-477-3722. We also note that if you should leave the employment of the District prior to earning the remainder of your transferred balance, Board Policy does not allow us to pay you for any days not earned with the District.