



Administrators

- Personal Leave: No payout
- Sick Leave: After completion of three consecutive years of employment
 - At Resignation: \$50/day up to the greater of 84 days or sick leave days in excess of 100 days
 - At Retirement: If unused sick leave is less than 100 days: \$50/day up to 84 days. If unused sick leave is more than 100 days: the greater of (a) or (b).
 - (a) \$50/day up to 84 days;
 - (b) Excess sick leave beyond 100 days times short term substitute daily rate for substitute administrator (\$183.36/day in 2019), max. \$7,000
- Annual Leave: For 12 month employees, payout at per diem rate, up to 45 days

Administrative Support

- Personal Leave: No payout
- Sick Leave: After completion of three consecutive years of employment
 - At Resignation: Up to 90 days at \$20/day
 - At Retirement: Up to 84 days at the greater of \$25/day or 30% of per diem rate
- Annual Leave: For 12 month employees, payout at per diem rate, up to 45 days

Licensed Employees/Teachers

- Personal Leave: At retirement only, up to 4 days at per diem rate
- Sick Leave: After completion of three consecutive years of employment
 - At Resignation: Up to 90 days at \$30/day
 - At Retirement: Up to 90 days at short term substitute teacher daily rate (\$110/day in 2019)
- Annual Leave : For 12 month employees, payout at per diem rate, up to 45 days

Paraprofessionals & School Security Officers

- Personal Leave: No payout
- Sick Leave: After completion of three consecutive years of employment
 - At Resignation: Up to 90 days at \$20/day
 - At Retirement: Up to 90 days at \$25/day
- Annual Leave: For 12 month employees, payout at per diem rate, up to 45 days

***Questions regarding leave payments, contact Payroll Office at Payroll@acps.k12.va.us, 703-619-8042**

Note, except for while on sick leave, employees who voluntarily resign while on a leave status shall not be eligible for a leave payout

Educational Facilities Supervisors and School Nutrition Managers

- Personal Leave: No payout
- Sick Leave: After completion of three consecutive years of employment
 - At Resignation: \$15/day up to the greater of 84 days or sick leave days in excess of 125 days
 - At Retirement: Up to 84 days at the greater of \$25/day or 30% of per diem rate
- Annual Leave: For 12 month employees, payout at per diem rate, up to 45 days

Maintenance, Custodial, Bus Drivers and Monitors, School Nutrition Workers, Cafeteria Aides

- Personal Leave: No payout
- Sick Leave : After completion of three consecutive years of employment
 - At Resignation: Up to 84 days at \$15/day
 - At Retirement: Up to 84 days at \$25/day
- Annual Leave: For 12 month employees, payout at per diem rate, up to 45 days