TAMALPAIS UNION HIGH
SCHOOL DISTRICT

SICK LEAVE REMINDER

Sick Leave Accrual: Employees are credited with sick leave each year according to their part- or full-time status (10 days/year for teachers). Unused sick leave accrues each year in the employee's sick leave "bank".

Personal Necessity (PN) Deductions: When employees are absent due to personal necessity reasons, an appropriate deduction is made from the employee's sick leave bank. Personal Necessity is not the same thing as Vacation and should not be used as such.

Vacation (Classified Employees): Vacation is only available for use for 12-month employees.

Floating Holiday: All 10/11-month employees are eligible to use one floating holiday per year. This floating day does not apply to Food Services staff. This is for Classified staff only.

WHAT COMES OUT OF YOUR SICK LEAVE BANK?

FAMILY ILLNESS	SICK LEAVE	PERSONAL NECESSITY
(Up to 6 days allowed per year- comes out of your sick leave bank)	(For employee's own illness-can use as many days as needed for illness or Dr. appt. as are in sick leave bank)	(Up to 7 days allowed by Ed Code and contract-comes out of sick leave bank)

CAUTION: As the days allotted for Family Illness and Personal Necessity are simply an extension of what you can use your sick leave banks towards, please keep in mind that even if you have not used your F.I. or P.N., if you have exhausted your sick leave bank, you can no longer use those extensions.

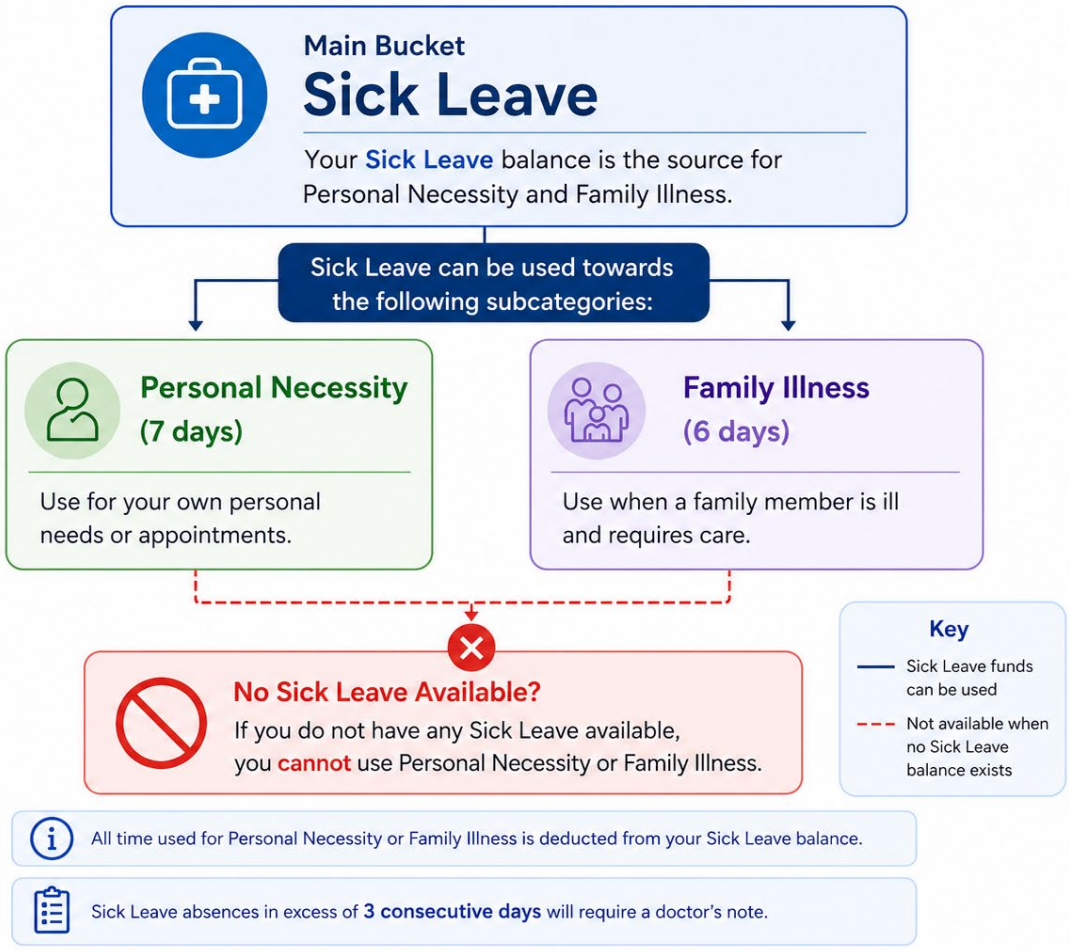
REMEMBER!

The sick leave hours reported on your paystub are at least a month in arrears. Payroll receives the absence reports for one month at the beginning of the next month and updates the "bank" for reporting on the next paystub.

It is the employee's responsibility to keep track of the number days you use from each bank. If you suspect an error, please first verify that your site/department reported your absence as originally reported.

There will be no amendments to attendance that result in a dock status unless an error was made by the site/department.

Employees should consult their Union's collective bargaining agreement and review all requirements and restrictions around the use of leaves. Leave balances can be viewed on the Employee Self Service (ESS) portal, which is accessible through the Tam District Portal.



The following examples are for a 10 Month/TFT Employee

Example # 1	SL	PN	FI
Accrual Amount (Days)	10	7	3
Usage (Days)	-5		
Balance (Days)	5	5	3

Example # 2	SL	PN	FI
Accrual Amount (Days)	10	7	3
Usage (Days)		4	
Balance (Days)	6	3	3

Example # 3	SL	PN	FI
Accrual Amount (Days)	10	7	3
Usage (Days)	-10		
Balance (Days)	0	0	0