GAINESVILLE
CITY SCHOOL SYSTEM

EMPLOYEE LEAVE GUIDE

UPDATED LEAVE BALANCES

YOUR LEAVE BALANCE

All employees will now receive their full Sick Leave balance for the current semester at the beginning of the semester. Personal Leave is available; however, **Personal Leave is now a subset of your Sick Leave balance.**

6.25
TOTAL SICK LEAVE DAYS
(First Semester)

5.00
PERSONAL DAYS
(May be used from your Sick Leave balance)

Personal Leave does not give you 5 additional days.

When you use 1 Personal Day, your Personal Leave balance decreases by 1 AND your Sick Leave balance also decreases by 1. Personal Leave is a subset of your Sick Leave balance.

KEY POINTS

- You will receive the full Sick Leave balance for the current semester at the beginning of the semester.
- Up to 5.00 days may be used as Personal Leave.
- Personal Leave is a subset of Sick Leave. It is not an additional 5 days.
- Using a Personal Day reduces both your Personal Leave balance and your Sick Leave balance.
- Using a Sick Day (not marked as Personal) reduces only your Sick Leave balance.
- Your Sick Leave Reserve balance is now available for use when needed.

THINK OF IT AS ONE BUCKET.



You can use all **6.25** days as Sick Leave, or **up to 5.00** days as Personal Leave and 1.25 days as Sick Leave, or any combination in between.

GO BIG RED — RELATE, EMPOWER, DISCOVER.

GAINESVILLE CITY SCHOOL SYSTEM

EXAMPLES OF HOW LEAVE WORKS

FIRST SEMESTER EXAMPLES

The examples below show how your leave balances will change as you use leave.
The number on the **left side** of each bar shows your current balance (which decreases as you use leave).

1 STARTING BALANCE (FIRST SEMESTER)

PERSONAL	**5.00**	5.00
SICK	**6.25**	6.25
PROF DEVEL	**10.00**	10.00
JURY/MLTRY	**0.00**	0.00
LWOP	**0.00**	0.00
SICK LEAVE RESERVE	**0.00**	0.00

2 AFTER USING 1 PERSONAL DAY

PERSONAL	**4.00**	5.00
SICK	**5.25**	6.25
PROF DEVEL	**10.00**	10.00
JURY/MLTRY	**0.00**	0.00
LWOP	**0.00**	0.00
SICK LEAVE RESERVE	**0.00**	0.00

3 AFTER USING 4 SICK DAYS (NOT PERSONAL)

PERSONAL	**5.00**	5.00
SICK	**2.25**	6.25
PROF DEVEL	**10.00**	10.00
JURY/MLTRY	**0.00**	0.00
LWOP	**0.00**	0.00
SICK LEAVE RESERVE	**0.00**	0.00

SICK LEAVE RESERVE

Your Sick Leave Reserve balance is now available for use. This may be used when your regular Sick Leave balance has been exhausted. The balance shown will reflect the amount available to you.

Sick leave balance will not reduce in ESS until payroll is processed and posted.

GO BIG RED — RELATE, EMPOWER, DISCOVER.