

## **Accrued Leave Days**

- **State Personal Days**

Full-time employees receive 5 state personal days per year. These days may be used at the employee's discretion with approval from his or her supervisor. At the end of the contract year, any unused state personal days will convert into **state sick days**, and may accumulate with no maximum.

- **Local Sick Days**

The district grants five local sick days to 10-month employees, six days to 11-month employees, and seven days to 12-month employees. Local sick days may be used for personal or family illness, death in the family, or family emergency (as defined in policy). At the end of the contract year, any unused local sick days will roll-over to the next year, and may accumulate to a maximum of 50 days.

- **Vacation Days**

The district grants 12-month employees two weeks of vacation leave after one year of employment, and three weeks after five years of employment. At the end of the contract year, any unused vacation days will roll-over to the next year, and may accumulate to a maximum of 40 days.