

TYPES OF LEAVES

Employees are accrued leave based on collective bargaining agreements and School District policy. Rules for accrual and adjustment are listed in this section.

Details for your individual accrual, usage and adjustments are in the Leave section of the Payroll Information application. To access this application, please login then enter your user id (email name) and password (email password) in the employee option. To research leave adjustments, you should first click the accrual field of the leave adjustment line. This will return information on the leave year adjusted and amount of leave added or deducted. You can then go to the accrual field on the line for that type of leave to verify the amount accrued for the leave year.

Leave Accrual

Accrued Leave— Employees are granted a limited number of Personal Leave, Personal Illness and Vacation days and may not use more than the number accrued.

Eligible unused leave is paid out at layoff (if requested), retirement, and resignation.

Personal Leave

Personal leave (01) Employees accrue 3 days at the beginning of the school year except for Supportive Services Assistants and Health Room Technicians who accrue 1 day. Employees hired or returning from a leave after the beginning of the school year receive the percentage equal to the number of months employed (approximately .3 per month for 10 month employee, .25 per month for 12 month employees, .1 for the listed exceptions).

Frozen Personal Leave (01F) Unused Personal Leave days will be moved to the Frozen Personal Leave bank at the conclusion of each school year. Days in the Frozen Personal Leave bank cannot be used (with the exception of Excess Personal Leave, 01E – *see below*)

Excess Personal Leave (01E) For 10 Month employees with 30 or more days in the frozen bank, 2 frozen personal leave days are moved to a bank labeled Excess Personal Leave and may be used after the 3 Personal Leave days accrued that leave year have been used.

Prep Personal Leave (01B) Lost Prep periods converted to Personal Leave are kept in a separate leave bank. These days are never moved to the frozen bank and there is no maximum number of days that may be kept in the leave bank. Days in the Lost Prep bank will be used after the 3 accrued in the leave year and after the days in the excess bank have been used.

Vacation (02)

12 month employees are accrued vacation in monthly increments. Vacation accrual is posted on the check that pays for the 15th of the month.

Monthly accrual occurs prior to deduction of any vacation taken during the pay period. Employees are allowed to have twice their annual accrual in their leave balance. Once the balance limit is reached, there will be no monthly accrual until vacation usage reduces the balance below the limit.

Accrual Rate

Length of Uninterrupted service to July 1 - Vacation Time - Monthly Accrual - Bank Max.

Appointed between January 1 and April 30 - 5 days - .83 - 10

Six months to four years - 10 days - .83 - 20

Four years to eight years - 15 days - 1.25 - 30

Eight years to fifteen years - 20 days - 1.67 - 40

Over fifteen years - 22 day - 1.83 - 44

Excess Vacation (02E) Employees may have an excess vacation bank. Days in this bank are available for usage and are used after the regular vacation days.

10 Month employees do not accrue vacation and may not use vacation days in their leave bank that were earned as a 12 month employee. A 10 month employee with vacation balance may leave the days until they return to a 12 month position, or write to the Payroll Department to request that the days be paid out.

Personal Illness (04)

Employees are accrued 10 personal illness days at the beginning of the school year. Employees hired or returning from a leave after the beginning of the school year receive the percentage equal to the number of months employed (approximately 1 per month for 10 month employee, .8 per month for 12 month employees).

Unused days remain in the available leave balance. There is no limit on the number of days that may be in the available leave balance. Personal illness is accrued and used as days with a day being equal to the length of the employee work day when the absence occurs.

Negative Banks

Employees who, in a prior year, used more leave than they had a right to and do not have a sufficient amount in their current bank to cover the over usage will have a negative bank for that type of leave. This negative bank will be reduced by subsequent accruals or deducted from eligible leave payout at retirement, resignation or layoff if there is a remaining negative balance.

Limited Usage Leave

Wage Continuation Enrolled employees will have a Wage Continuation Corridor and paid Wage Continuation accrual and usage bank. Unused days remaining in the bank are not paid out at retirement, resignation or layoff.

Wage Continuation Corridor (04C) Unpaid corridor days between the last personal illness day and the paid wage continuation days. The number of unpaid days is determined by the employee plan which is based on the number of days in the personal illness bank at the beginning of the school year.

Wage Continuation (04H) Wage Continuation days paid at 75% of the daily rate

- Contact Employee Benefits for further details

Wage Continuation from Legacy (L04H) Entry to track wage continuation usage prior to 1999

Illness in the Family School District of Philadelphia policy dictates the amount of paid and unpaid Illness in the Family leave.

Illness in the Family (31) paid at 50% of the daily rate

Illness in the Family no pay (30)

- Contact Employee Health Services for further details on eligibility and usage

Workers Compensation

Workers Comp Denied- No pay (77)

Workers Comp (78)

Workers Comp 100% (79)

- Contact the Workers Compensation office for further details

Other Leave– Other available types of leave are for specified events.

Funeral Leave

Immediate Family (11) 5 non-consecutive days taken within 10 days of the death of; parent (in-law), child, spouse

Near Relative (12) 3 non-consecutive days taken within 10 days of the death of; grandparent (in-law), sibling(in-law), grandchild, or a non relative residing in your home

Relative (13) 1 day to attend the funeral for relative; aunt, uncle, first cousin, niece, nephew (all include in-laws)

Funeral of Distant Relative (32) use of personal leave day if one is available. When no personal leave is available, loss of ½ day pay

Funeral of Friend (42) use of personal leave day if one is available. When no personal leave is available, loss of 2/3 days pay

Funeral of Faculty Member (15)

Period of Mourning (41) Must be approved by Employee Health Services, employee must present a letter from leader of religious congregation stating required period of mourning.

Jury Duty (70) – Used for all types of Jury Duty

Subpoena (72)- Witness in a non School District related case

Military Leave (19) – 15 days per school year for military reserve training

Religious Holiday (44) – Religiously required absence. Must have prior approval of Employee Health Services. Requires a letter from leader of religious congregation stating employee absence is required in observation of named specific holiday or observance

Compensatory Time (21) - Usage of compensatory time

Official School District Business (20) Away from the normal work location on School District business.

Own Graduation (16)

Observation (17)

Inclement Weather (51) (51HR) Employee unable to get to work due to inclement weather

Authorized Leave without Pay (60) Leave without pay authorized by Human Resources

Unauthorized Leave without Pay (61) Absence without pay not authorized by Human Resources

Suspended without Pay (63) Disciplinary action authorized by Human Resources

Suspended with Pay (64) Disciplinary action authorized by Human Resources

For More Information go to the district's website – *Office of Payroll*

Last Modified: August 1, 2017