



Paid Leave – Regular Full-Time Employees

Time off is important to maintaining a positive work/life balance. These options help you manage your time away from work and give you the flexibility you need to relax, recover from illness or injury and take care of personal needs. Each leave requires supervisory approval. For more details on leave policies, contact HR at 561-682-6365 or 800-432-2045.

<h3>Annual Leave</h3>	<p>Annual Leave is for rest, relaxation, vacation and personal business. Accruing annual leave begins on your first day of employment, however, six months of consecutive service is required prior to using accrued annual leave hours. Should your Annual Leave balance exceed 240 hours at the end of the payroll calendar year, it will be automatically converted to sick leave.</p> <ul style="list-style-type: none"> • 1-4 years = 4 hours/bi-weekly (13 days per year) • 5-9 years = 5 hours/bi-weekly (16.25 days per year) • 10+ years = 6 hours/bi-weekly (19.5 days per year)
<h3>Sick Leave</h3>	<p>Personal illness, injury, medical appointments, and the medical appointments/illnesses of family members in an employee's care.</p> <ul style="list-style-type: none"> • Regular full-time employees accrue 4 hours/bi-weekly (104 hours per year)
<h3>Compassionate Leave</h3>	<p>Employees may take up to two workdays of paid bereavement leave for the death of an immediate family member.</p> <ul style="list-style-type: none"> • Two 8-hour days per death of an immediate family member
<h3>Personal Holiday</h3>	<p>Paid Personal Holiday each year is to be used by the last pay period of the Payroll calendar year. May be taken in 1-hour increments.</p> <ul style="list-style-type: none"> • One 8-hour day per year
<h3>Holiday Leave</h3>	<p>Paid Holidays include New Year's Day, Dr. Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving and Christmas Day.</p> <ul style="list-style-type: none"> • Nine 8-hour holidays per year
<h3>Civil Leave</h3>	<p>Paid Civil Leave for jury duty, to respond to a witness subpoena, and other Civil Leave duties on a case-by-case basis.</p>
<h3>Military Leave</h3>	<p>The District will pay employees regular pay for the first 30 working days of active duty per year. After 30 working days, the District will pay the difference between regular and military pay.</p>
<h3>US Reserve Forces or National Guard Leave</h3>	<p>The District will pay employees regular pay for up to 240 working hours of leave training each calendar year.</p>