



Paid Leave – Management 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.

Annual Leave	Annual Leave is for rest, relaxation, vacation and personal business. Annual Leave begins on your hire date and you are credited with 176 hours (22 days) each year (this is prorated for less than 12 months of management service). Should your Annual Leave balance exceed 480 hours at the end of the payroll calendar year, the overage will be automatically converted to sick leave.
Sick Leave	Personal illness, injury, medical appointments, and the medical appointments/illnesses of family members in an employee's care. Sick Leave begins on your hire date and you are credited with 104 hours in the first pay period of each calendar year (prorated for less than 12 months of service).
Compassionate Leave	Employees may take up to two workdays of paid bereavement leave for the death of an immediate family member. <ul style="list-style-type: none">• Two 8-hour days per death of an immediate family member
Personal Holiday	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. <ul style="list-style-type: none">• One 8-hour day per year
Holiday Leave	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. <ul style="list-style-type: none">• Nine 8-hour holidays per year
Civil Leave	Paid Civil Leave for jury duty, to respond to a witness subpoena, and other Civil Leave duties on a case-by-case basis.
Military Leave	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.
US Reserve Forces or National Guard Leave	The District will pay employees regular pay for up to 240 working hours of leave training each calendar year.