

Human Resources Department



TO: All Hourly Employees

FROM: Nada Alamaddine, Director of Human Resources, Non-Instructional NA

RE: Utilization of Paid Time-Off

DATE: December 14, 2020

All hourly employees must use their paid time, if available, prior to going on no-pay. Paid time-off is considered to be sick days, personal business days, and vacation days for 12-months employees. Paid time-off for ten and eleven months employees will not include vacation days unless the absence date falls on a day that is designated in the [no-school memo](#).

Employees who applied for the two-weeks COVID-19 Leave (Paid Sick Leave under the Families First Coronavirus Response Act) and have used the allowed 10 days for such absence, must use their paid time-off if they needed to be out for future COVID related absence. Paid time-off will be used in the order of sick, personal business, and vacation (12-months employees only) then no-pay. If the absence is related to taking care of a sick family member who is suffering from a COVID-19 related health issue and the two weeks under the Paid Sick Leave under Families First Coronavirus Response Act were used, the rules for care of family days usage will be used for future care of family absences. Once sick days were used appropriately the rest of the absence will be in the order of personal business, vacation (12-months employees only), and no-pay.

No-pay must be authorized by the Director of Human Resources/Non-Instructional Staff

Wishing everyone the best of health!

cc: Thomas Hand, DSOEA President
Alfredo Lerini, DFSE President
Payroll Department
Building Administrators