

Human Resources Department



TO: All Hourly Employees

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

RE: Utilization of Paid Time-Off

DATE: August 12, 2024

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 DFSE No Students Memo.

Paid time-off will be used in the order of sick, personal business, and vacation (12-months employees only) then no-pay.

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

Wishing everyone the best of health!

cc: Alfredo Lerini, DFSE President
Michael Lowe, DSOEA President
Payroll Department
Building Administrators