

DEARBORN PUBLIC SCHOOLS
Department of Human Resources
18700 Audette
Dearborn, MI 48124



NON-CLASSIFIED/NON-INSTRUCTIONAL
BENEFIT SUMMARY
PART-TIME
2024-25

LEAVE DAYS

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| <p><u>12 Month Employees - Hired Prior to 5/1/13</u></p> <ul style="list-style-type: none"> • 20 vacation days per year (prorated if hired after July 1st or if employment ends prior to June 30th). • 14 or 15 holidays per year (depending on the annual calendar) - 1 or 2 conference release days (depending on annual calendar) Refer to annual holiday list of dates provided by HR for annual information. 16 Total Holidays per year including conference release day(s) • 1 cumulative sick days per month (12 per year), credited July 1st of each year. • 5 personal business days per year which revert to employee's sick bank if unused by June 30 (prorated if hired after July 1st or if employment ends prior to June 30th). | <p><u>12 Month Employees - Hired After 5/1/13</u></p> <ul style="list-style-type: none"> • 20 vacation days per year (prorated if hired after July 1st or if employment ends prior to June 30th). • 14 or 15 holidays per year (depending on the annual calendar) - 1 or 2 conference release days (depending on annual calendar) Refer to annual holiday list of dates provided by HR for annual information. 16 Total Holidays per year including conference release day(s) • 10 cumulative sick days per year, credited July 1st of each year. • 4 personal business days per year which revert to employee's sick bank if unused by June 30 (prorated if hired after July 1st or if employment ends prior to June 30th). |
| <p><u>11 Month Employees - Hired Prior to 5/1/13</u></p> <ul style="list-style-type: none"> • 18 vacation days per year (prorated if hired after July 1st or if employment ends prior to June 30th). • 1 cumulative sick days per month (12 per year), credited July 1st of each year. • 3 personal business days per year which revert to employee's sick bank if unused by June 30 (prorated if hired after August 1st or if employment ends prior to June 30th). | <p><u>11 Month Employees - Hired After 5/1/13</u></p> <ul style="list-style-type: none"> • 12 vacation days per year (prorated if hired after August 1st or if employment ends prior to June 30th). • 9 sick days per year, credited August 1st of each year. • 3 personal business days per year which revert to employee's sick bank if unused by June 30 (prorated if hired after August 1st or if employment ends prior to June 30th). |
| <p><u>10 Month Employees - Hired Prior to 5/1/13</u></p> <ul style="list-style-type: none"> • Vacation/Holidays as outlined in the School Calendar • 1 cumulative sick days per month (12 per year), credited late August of each year. • 2 personal business days per year which revert to employee's sick bank if unused.(prorated if hired after teacher's first day or if employment ends prior to last day of school). | <p><u>10 Month & 202 days Employees - Hired After 5/1/13</u></p> <ul style="list-style-type: none"> • Vacation/Holidays as outlined in the School Calendar. • 8 sick days per year, credited late August of each year. • 2 personal business days per year which revert to employee's sick bank if unused.(prorated if hired after teacher's first day or if employment ends prior to last day of school). |

EDUCATION

None provided