

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



NON-CLASSIFIED/NON-INSTRUCTIONAL
BENEFIT SUMMARY
PART-TIME
2025-26

LEAVE DAYS

<u>12 Month Employees - Hired Prior to 5/1/13</u> 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).	<u>12 Month Employees - Hired After 5/1/13</u> • 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).
<u>11 Month Employees - Hired Prior to 5/1/13</u> 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 (11 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).	<u>11 Month Employees - Hired After 5/1/13</u> • 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).
<u>10 Month Employees - Hired Prior to 5/1/13</u> Vacation/Holidays as outlined in the School Calendar 1 cumulative sick days per month (10 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).	<u>10 Month & 202 days Employees - Hired After 5/1/13</u> 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