

## 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 19, 2025

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 paid no school days unless the absence date falls on a day that is designated in the DFSE No Students Memo.

In cases of illness, paid time off will be utilized in the following order: sick days, personal business days, vacation days (for 12-month employees), followed by no-pay. Sick days will only be used for reasons specified under Article 19 of the DFSE Collective Bargaining Agreement.

Employees arriving late will have their pay adjusted accordingly unless prior approval has been obtained from their supervisor for personal business.

**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