

CCPC Sick and Personal Leave Policy School Year Salaried Employees

Annual Allocations for Salaried Employees

Sick Leave

Sick Day allocations are based on your contracted schedule including Morning Class, Early Drop-off & Extended Day

There is no waiting period to utilize leave.

Half of your Sick Day balances at the end of the year roll forward to the next year.

There is banked cap of 150 sick days.

Sick Leave may be used for:

- Medically related appointments (with approval from the Director)
- A funeral or serious illness in the immediate family
- Parental or family leave as defined by the DC Family Medical Leave Act
- Other qualifying circumstances within the DC Employee Sick Leave Law

Number of Scheduled Days/Week	Morning Class Personal Days	Morning Class Sick Days	EXD/EDO Sick Days
1	1	2	1
2	2	4	2
3	3	6	3
4	3	8	4
5	4	10	5

Personal Leave

Personal Days are based on your contracted schedule including Morning Class, Early Drop-off & Extended Day

Personal Leave balances do not roll forward to the next year.

Leave not covered by the above Sick Leave criteria will be considered Personal Leave.

Pay Deductions

Morning Class leave will be deducted only if you did not work the full class time, partial days will not be deducted.

Early Drop-off & Extended Day leave will be deducted for each hour/partial hour not worked.

After you have used all your Sick or Personal Leave, your pay will be reduced for any time out during your core hours at the rate stated in your contract.

Sick and Personal Leave balances are not paid upon termination of employment, regardless of the reason.

CCPC Sick and Personal Leave Policy School Year Hourly Employees

Annual Allocations for Hourly Employees

Sick Leave

Sick Day allocations are based on your contracted schedule including Morning Class, Early Drop-off & Extended Day

There is no waiting period to utilize leave.

Sick Day balances DO NOT roll forward to the next year.

Sick Leave may be used for:

- Medically related appointments (with prior approval from the Director)
- A funeral or serious illness in the immediate family
- Parental or family leave as defined by the DC Family Medical Leave Act
- Other qualifying circumstances within the DC Employee Sick Leave Law

Number of Scheduled Days per Week	Annual Sick & Personal Days Allocation Combined
1	1
2	2
3	3
4	4
5	5

Personal Leave

Personal Days are based on your contracted schedule including Morning Class, Early Drop-off & Extended Day

Personal Leave balances do not roll forward to the next year.

Leave not covered by the above Sick Leave criteria will be considered Personal Leave.

Effect on Pay

After you have used all your Sick or Personal Leave, you will not be paid for any time out during your core hours. Sick or Personal Leave balances are not paid upon termination of employment, regardless of the reason.