To All Staff:

Recently, there has been some confusion regarding Sick Leave and Personal Necessity Leave balances displayed on paychecks. We hope the explanation below will clear up any confusion.

At the beginning of each school year all staff receive their annual entitlement of Sick Leave. This balance can be used for Sick leave and/or up to 8 days of Personal Necessity Leave.

The Personal Necessity hours that are displayed on your paycheck are NOT in addition to the Sick Leave balance but are drawn from your Sick Leave balance when used. The balance is noted on your paystub for the purpose of tracking the number of hours of Personal Necessity Leave used.

Example: If you work 5 hours per day (start of year Personal Necessity Leave balance = 40 hours [8 days X 5 hours/day]), have a Sick leave balance of 100 hours, and you use 5 hours of Personal Necessity Leave; 5 hours are deducted from your Sick Leave and Personal Necessity Leave balances. Consequently, your new Sick leave balance will be 95 hours and your new Personal Necessity Leave balance will be 35 hours.

Unused Sick leave carries over each year until you leave public schools or retire, while Personal Necessity balances zero out at the end of the school year and do not accumulate. If you transfer to another school district in the State of California, your sick leave balance can be transferred to the new district. Contact Human Resources for the necessary form to transfer the unused balance.

If you need further clarification, please do not hesitate to call the Payroll Department.