



## SICK DAY ACCRUAL/USAGE DETAILS REPORTED ON EMPLOYEE PAY ADVICE

Teachers in contracts accrue sick days and are able to use these paid sick days for illness or injury absences. The number of sick days accrued are based on the teacher's contract position FTE. If the contract is full time (1.0 FTE), the accrual is 1.5 sick days per month. If the contract is part time, the accrual is prorated. For example, a teacher in a 0.5 FTE contract will accrue 0.75 sick days per month (1.5 days x 0.5 FTE).

The following information will assist you in understanding the data reported under the "SICK" column in the "accrual" section on the right hand side on your pay advice.

### "CURRENT" row-

- Mid-month payroll (15<sup>th</sup>) – figure reported is a combination of the sick days you have accrued for the current month and the sick days taken in the prior pay period (as absences from dispatch are loaded into the payroll system after the payroll is complete).
- End of month payroll (31<sup>st</sup>) – figure reported is the sick days taken in the prior pay period (as absences from dispatch are loaded into the payroll system after the payroll is complete).

### "YEAR TO DATE" row -

- Figure reported is a balance of your sick bank, up to the end of the prior pay period. ie. Your November 30th pay advice will only include absences up to November 15th, so you would need to deduct any sick days taken since then from your year to date balance to get a true balance.