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Annual Sick, Personal, and Emergency Days

Full-Time Employees

Sick, Personal and Emergency days are updated in July of each year on active employees assigned to a full-time working calendar.

Classified employees must work 4 hours or more per day.

Bargaining Units: CLA5, CLAA, CLAB, CLAE, CLAG, CLAH, CLAJ, CLAP, CLAR, CLAS, CLAT (job class code 8818 only)

Certified employees must work 5 hours or more per day.

Bargaining units: CERT, CERU, CERX, CLA1, CLAU

| Base Days | Annual Sick | Annual Personal | Annual Emergency |
|---------------|-------------|-----------------|------------------|
| Less than 147 | 0 | 0 | 0 |
| 147- 189 | 10 | 3 | 2 |
| 190-205 | 10.5 | 3 | 2 |
| 206-259 | 11 | 3 | 2 |
| 260- 262 | 12 | 3 | 2 |

Part-Time Retired Teachers

Bargaining Units: RCET

| Base Days | Annual Sick | Annual Personal | Annual Emergency |
|-----------------|-------------|-----------------|------------------|
| 0-89 | 0 | 0 | 0 |
| 90-139 | 5 | 0 | 0 |
| 140 and greater | 10 | 0 | 0 |

Part-Time Teachers

Bargaining Unit: CERV, CLA2

| Base Days | Annual Sick | Annual Personal | Annual Emergency |
|-----------------|-------------|-----------------|------------------|
| 0-89 | 0 | 0 | 0 |
| 90- 139 | 5 | 0 | 0 |
| 140-184 | 10 | 0 | 0 |
| 185 and greater | 10 | 2 | 0 |

Special Notes on Personal Day Update:

1. Two (2) personal days are given to part-time teachers (CERV/CLA2 only) who work the 187 day teacher calendar & 3.5 hours per day.
2. One (1) personal day is given to part-time teachers (CERV/CLA2 only) who work even (7) hours per day as long as they work at least 50% (654.50 hours per year) of the full-time teacher work year and are assigned to an approved working calendar or in an approved job share position.
3. All job share teachers (CERV/CLA2) receive personal days as specified in item #1 and #2.
4. Retired part-time teachers (RCET) do not receive personal days.

Rep Codes not eligible for sick, personal or emergency days:

CLAD, CLAT (excluding Job Class Code 8818), SUBC, SUBW, SUB7, STDT, BRDM, CLA8, CERA, CLAX, PARA, RCEA

Normal Business Hours and Standard Hours of Work

School Center/Central Office Hourly Employees

The normal business hours for school offices are:

| | |
|--------------------|--------------------|
| Elementary Schools | 8:00 AM to 4:30 PM |
| Middle Schools | 7:00 AM to 4:00 PM |
| High Schools | 7:00 AM to 4:00 PM |

Principals are free to schedule the workday of the office staff in such a manner as to best accomplish the duties performed. The school office is to be open for business during the hours listed above. Whenever practicable, at least one administrator (principal, assistant principal, counselor) is to be available in the office during business hours.

The normal business hours for central office locations are:

| | |
|---------------|--------------------|
| All Locations | 7:30 AM to 4:30 PM |
|---------------|--------------------|

Supervisors are free to schedule the workday of the office staff in such a manner as to best accomplish the duties performed. Central offices are to be open for business during the hours listed above. Whenever practicable, at least one administrator is to be available in the office during all business hours.

The standard hours of work¹ for hourly school center staff (eligible for overtime compensation) are:

Elementary/Special School Personnel

| Position | Length Of Workdayⁱⁱ | Compensated Duty Timeⁱⁱⁱ | Compensated Duty-Free Rest Breaks^{iv} | Non Compensated Duty-Free Meal Breaks^v |
|---------------------------------|---------------------------------------|--|---|--|
| School Secretary I | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| School Bookkeeper I | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| School Bookkeeper I | 6 hrs. 20 min. | 6 hours | 1 – 10 minutes | 20 minutes |
| Lunchroom/Office Assistant | 6 hrs. 50 min. | 6 hrs. 30 minutes | 1 – 10 minutes | 20 minutes |
| Lunchroom/Office Assistant | 3 hrs. 30 min. | 3 hrs. 30 minutes | none | none |
| Clerk School Media Center | 6 hrs. 50 min. | 6 hrs. 30 minutes | 1 – 10 minutes | 20 minutes |
| Clerk School Media Center | 3 hrs. 30 min. | 3 hrs. 30 minutes | none | None |
| Instructional Assistant | 6 hrs. 50 min. | 6 hrs. 30 minutes | 1 - 10 minutes | 20 minutes |
| Instructional Assistant Title I | 6 hrs. 50 min. | 6 hrs. 30 minutes | 1 - 10 minutes | 20 minutes |
| Custodian | 8 hrs. 30 min. | 8 hours | 2 - 10 minutes | 30 minutes |
| In-School Security Monitor | 8 hrs. 15 min. | 7 hrs. 45 minutes | 1 - 10 minutes | 30 minutes |
| Nutrition Services Assistant | 4-7 hours plus meal | 4-7 hours | 1 - 10 minutes | 20 minutes |
| Nutrition Services Assistant | Less than 4 hours | As scheduled | none | none |
| School Clerk | 8 hrs. 20 min. | 8 hours | 2 - 10 minutes | 20 minutes |
| School Clerk | 6 hrs. 50 min. | 6 hrs. 30 minutes | 1 -10 minutes | 20 minutes |
| Instructor | 7 hrs. 20 min. | 7 hours | 1 - 10 minutes | 20 minutes |

Middle School Personnel

| Position | Length Of Workdayⁱⁱ | Compensated Duty Timeⁱⁱⁱ | Compensated Duty-Free Rest Breaks^v | Non Compensated Duty-Free Meal Breaks^v |
|------------------------------|---------------------------------------|--|--|--|
| School Secretary I | 8 hrs. 20 min. | 8 hours | 2 - 10 minutes | 20 minutes |
| School Bookkeeper I | 8 hrs. 20 min. | 8 hours | 2 - 10 minutes | 20 minutes |
| Records Clerk | 6 hrs. 50 min. | 6 hrs. 30 minutes | 1 - 10 minutes | 20 minutes |
| School Clerk | 6 hrs. 50 min. | 6 hrs. 30 minutes | 1 - 10 minutes | 20 minutes |
| Clerk School Media Center. | 6 hrs. 50 min. | 6 hrs. 30 minutes | 1 - 10 minutes | 20 minutes |
| Instructional Assistant | 6 hrs. 50 min. | 6 hrs. 30 minutes | 1 - 10 minutes | 20 minutes |
| Custodian | 8 hrs. 30 min. | 8 hours | 2 - 10 minutes | 30 minutes |
| In-School Security Monitor | 8 hrs. 15 min. | 7 hrs. 45 minutes | 1 - 10 minutes | 30 minutes |
| Nutrition Services Assistant | 4-7 plus hours | 4-7 hours | 1 - 10 minutes | 20 minutes |
| Nutrition Services Assistant | Less than 4 hours | As scheduled | none | none |
| School Clerk | 8 hrs. 20 min. | 8 hours | 2 - 10 minutes | 20 minutes |
| School Bookkeeper I | 6 hrs. 20 min. | 6 hours | 1 - 10 minutes | 20 minutes |
| Instructor | 7 hrs. 20 min. | 7 hours | 1 - 10 minutes | 20 minutes |

High School Personnel

| Position | Length Of Workdayⁱⁱ | Compensated Duty Timeⁱⁱⁱ | Compensated Duty-Free Rest Breaks^v | Non Compensated Duty-Free Meal Breaks^v |
|------------------------------|---------------------------------------|--|--|--|
| School Secretary II | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| School Bookkeeper II | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| Bookkeeper II | 6 hrs. 20 min. | 6 hours | 1 – 10 minutes | 20 minutes |
| Records Clerk | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| School Clerk | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| Secondary Attendance Clerk | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| Clerk School Media Center | 6 hrs. 50 min. | 6 hrs. 30 min. | 1 – 10 minutes | 20 minutes |
| Instructional Assistant | 6 hrs. 50 min. | 6 hrs. 30 min. | 1 – 10 minutes | 20 minutes |
| Custodian | 8 hrs. 30 min. | 8 hours | 2 – 10 minutes | 30 minutes |
| In-School Security Monitor | 8 hrs. 15 min. | 7 hrs. 45 min. | 1 – 10 minutes | 30 minutes |
| School Maintenance | 8 hrs. 30 min. | 8 hours | 2 – 10 minutes | 30 minutes |
| Nutrition Services Assistant | 4-7 plus hours | 4-7 hours | 1 - 10 minutes | 20 minutes |
| Nutrition Services Assistant | Less than 4 hours | As scheduled | none | none |
| Instructor | 7 hrs. 20 min. | 7 hours | 1 - 10 minutes | 20 minutes |

Other/Special School Personnel

| Position | Length Of Workday ⁱⁱ | Compensated Duty Time ⁱⁱⁱ | Compensated Duty-Free Rest Breaks ^v | Non Compensated Duty-Free Meal Breaks ^v |
|------------------------------|---------------------------------|--------------------------------------|--|--|
| School Secretary I | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| School Secretary II | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| School Bookkeeper I | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| School Bookkeeper II | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| Records Clerk | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| School Clerk | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| Nurse (LPN) | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| Home/School Coord. | 8 hrs. 20 min. | 8 hours | 2 – 10 minutes | 20 minutes |
| School Clerk | 6 hrs. 50 min. | 6 hrs. 30 min. | 1 - 10 minutes | 20 minutes |
| Lunchroom/Office Assistant | 6 hrs. 50 min. | 6 hrs. 30 min. | 1 - 10 minutes | 20 minutes |
| Lunchroom /Office Assistant | 3 hrs. 30 min. | 3 hrs. 30 min. | none | none |
| Instructional Assistant | 6 hrs. 50 min. | 6 hrs. 30 min. | 1 - 10 minutes | 20 minutes |
| Custodian | 8 hrs. 30 min. | 8 hours | 2 – 10 minutes | 30 minutes |
| Nutrition Services Assistant | 4-7 plus hours | 4-7 hours | 1 - 10 minutes | 20 minutes |
| Nutrition Services Assistant | Less than 4 hours | As scheduled | none | none |
| Therapist Assistant | 6 hrs. 50 min. | 6 hrs. 30 min. | 1 - 10 minutes | 20 minutes |
| Instructor | 7 hrs. 20 min. | 7 hours | 1 - 10 minutes | 20 minutes |

Central Office

The standard hours of work for hourly central office staff (eligible for overtime compensation) are:

| Position | Length Of Workday ⁱⁱ | Compensated Duty Time ⁱⁱⁱ | Compensated Duty-Free Rest Breaks ^v | Non Compensated Duty-Free Meal Breaks ^v |
|--------------------|---------------------------------|--------------------------------------|--|--|
| 8 hour employees | 9 hrs. | 8 hours | 2 – 10 minutes | 60 minutes |
| 6.5 hour employees | 7 hrs. 15 min. | 6 hrs. 30 min. | 1 – 10 minutes | 45 minutes |
| 4 hour employees | 4 hrs. 45 min. | 4 hours | 1 – 10 minutes | 45 minutes |

Overtime compensation regulations related to hourly employees:

Extra service (less than forty (40) hours worked in a workweek) and overtime compensation (Over forty (40) hours worked in a workweek) applies to all hourly employees. DOCKED TIME IS NOT TIME WORKED AND IS NOT INCLUDED IN CALCULATED HOURS WORKED IN A WORKWEEK.

Work week begins on Saturday and ends on Friday. When a custodian, clerk, secretary, instructional assistant, nutrition services assistant, or any other hourly employee works beyond their normally scheduled duty hours, they must be compensated. All payroll reporting is entered using the JCPS payroll Time and Attendance system.

Employees whose normal workweek is less than forty (40) hours are to be compensated for extra work at a straight-time rate until they have worked forty (40) hours in a workweek and then at 1 ½ times the straight-time rate for hours worked over forty (40).

Employees whose normal workweek is forty (40) hours are to be compensated for extra work (overtime) at 1 ½ times their straight-time rate for all time over forty (40) hours in a workweek. This overtime is reported using the JCPS payroll Time and Attendance system.

Please note COMPENSATORY (COMP) TIME is NOT permitted by Kentucky statutes. Accumulating time off in one or more workweeks in which overtime was worked in order to take time off in another workweek in which overtime was not worked is not permitted. Employees requesting time off during the workweek, may be allowed to work out a schedule with their supervisor to make up their time off during the workweek. All make up time must be worked in the same workweek as the time off. The workweek starts on Saturday and ends on Friday.

ⁱ The standard hours of work are not applicable to part-time employees working less than four (4) hours per day. The standards should be applied to full-time temporary/substitute

ⁱⁱ Length of workday means the time an hourly employee is at work available for duty including paid duty time, paid rest break(s), and non-paid meal breaks, but excluding overtime and time off the clock for sickness or non-work-related appointments.

ⁱⁱⁱ 3 Compensated duty time means the hours of work for which hourly employees are normally paid the standard hourly rate including rest break(s), but excluding meal break.

^{iv} Compensated rest break means duty-free time schedules near the middle of each consecutive four (4) hours of service. Employees working less than four (4) consecutive hours per day are not provided rest breaks.

^v Non-compensated meal break means the time scheduled by the supervisor near the middle of the workday during which the employee may eat.