Sick Time Exchange
Any non-exempt (hourly), non-union employee who has any unused sick time in excess of the 20 days accumulation as of the end of the fiscal year will have excess unused sick days exchanged at a two-for-one rate, resulting in a credit of additional “personal” days that may be utilized during the next fiscal year. Example: A staff member who already has accumulated 20 sick days and uses only 4 of the 12 sick days earned in a current fiscal year, 8 surplus sick days will be converted to 4 additional “personal” days to be utilized during the next fiscal year. This time is not eligible to be paid out at termination of employment.