



Payment Schedule/Leave Information

Employment Length	First Check Issued	Number of Leave Days Advanced*
180 Days	08/31	12
183 Days		
185 Days		
188 Days		
190 Days		
195 Days	08/15	
200 Days	08/15	13
205 Days	08/15	13.5
210 Days	07/31	14
220 Days	07/31	14.5
240 Days	07/15	15
246 Days		

All employees in a budgeted position will be advanced leave at the beginning of their employment period. The advanced leave will be distributed to the personal and sick leave accounts. Up to two days will be distributed to personal leave with the remainder distributed to sick leave. The balance of personal leave cannot exceed 4 days.

Example: A 180 day employee begins the year with three personal days and four sick days. The leave will distributed with one day applied personal leave and the remaining eleven going to sick leave.

If an employee starts after the begin date for the contract period, the leave advanced will be prorated by the number of days remaining in the contract period. Upon ending employment, an adjustment will be made for leave that was advanced and used but not earned and final compensation will be adjusted accordingly.

Example: If you work on a 190 day period and start midyear with only 90 days to work you would be advanced 5.68 days ($12/190 \times 90 = 5.68$). The time will be advanced according to the example above.

Personal leave balance will automatically be reduced should an over use of sick leave occur. Sick leave may not be used for personal leave. Overuse of leave will result in DOCKED pay.

Leave balance figures can be found on your paystub and will be accurate as of the cut-off date for that paycheck. Please be sure to refer to the payroll schedule for the cut-off dates.

For more information regarding leave, please refer to the Horry County Schools District Policies Handbook.