

**Pete Sullivan:**

- Hello and welcome to Windsor Unified School District! I'm Pete Sullivan, your HR Director, and today we'll be discussing an important benefit: sick leave.

**Introduction to Sick Leave Policy:**

- Let's start with how sick leave works here at Windsor Unified.

**Policy Details:**

- If you work full-time, you earn one sick day for every month you work. For part-time employees, your sick leave accrual is based on the number of hours you work each day. For example, if you work 4 hours a day, you'll accrue 4 hours of sick leave each month.
- You can save your unused sick leave with no limits. It's important to note, as a new employee, you can initially use up to six sick days within your first six months. After that, you'll have access to your full sick leave entitlement.
- The great thing is, saving your unused sick leave can extend your retirement benefit. It's not "use it or lose it" here.

**Annualized Pay Explanation:**

- Here at Windsor Unified, we use an annualized pay system. This means your pay is evenly spread across the year, regardless of varying work days each month.
- Here is a quick example of annualized pay: In December of 2024, you'll have 15 workdays, and in October of 2024, you'll have 23 workdays. Despite these differences, your pay remains consistent throughout the year.

**Depleting Your Sick Leave Bank:**

- Managing your sick leave is crucial. Once you've used all your accrued sick days, you no longer have paid time off available for absences.
- If you take a sick day when you have no more paid time left, your pay will be affected. This is known as "dock pay," where your total paid days for the year are reduced.
- It's also important to remember, if you take a day when you no longer have paid time, you may be docked in the following month because we process leaves for the previous month, not the current month.

**Closing Remarks:**

- That concludes our overview of the sick leave policy and annualized pay system here at Windsor Unified School District. If you have any questions, please feel free to ask or reach out to HR directly.
- Thank you for joining us today, and once again, welcome to our team at Windsor Unified!