

## One-Week District Closure Protocol

The Atlanta Public Schools will enjoy alternative summer work hours beginning June 24 through July 19. This includes a complete closure of the District during the week of July 1-5; as well as and three four-day workweeks:

- June 24-27 (closed Friday, June 28)
- July 9-12 (closed Monday, July 9)
- July 15-18 (closed Friday, July 19)

All employees who are on duty during this time will have a holiday on July 4<sup>th</sup> and will be required to use four annual leave days that cover July 1-5. An employee who does not have enough annual leave to cover this duration may use personal leave in the event of an annual leave shortage. Employees are encouraged to monitor their annual leave accrual to ensure that they have at least four days of annual leave available for the week July 1-5, 2019.

**Employees who do not have enough annual or personal leave will see a deduction in their paychecks for these days\* on August 15, 2019.**

\*Employees hired after March 1, 2019, who do not have enough annual or personal leave to cover these days will be loaned leave and will not see their paychecks reduced. However, if employees leave the district before they have repaid the borrowed leave, their final paycheck will be reduced for the number of days owed.

The following information will help you better understand leave accrual and plan for the district closure week.

- Visit <http://www.atlanta.k12.ga.us/Page/37796> find all policies on leave.
- To access your annual leave balance in Lawson, go to <https://e-aps.apsk12.org/lawson/portal/>. Please use Internet Explorer, then log in using your Lawson number and network password. Go to *Employee Self-Service*, click *Personal Information* and then click on *Leave Balances*.

### Accrual and Accumulation of Leave Summary for Annual Duty Employees

Annual Leave for Annual (252) Duty Employees	Sick Leave for Annual Duty Employees	Personal Leave
<ul style="list-style-type: none"> <li>• Earned based on years of service</li> <li>• 0 – 9 service years: 3.750 hours/pay period.</li> <li>• 10-19 service years: 4.875 hours/pay period.</li> <li>• 20 service years: 5.625 hours/pay period.</li> <li>• Maximum accrual of 225.0 (30 working days).</li> </ul>	<ul style="list-style-type: none"> <li>• 15.0 days annually</li> <li>• 4.6875 hours earned/pay period from July 31<sup>st</sup> through July 15<sup>th</sup>.</li> <li>• Maximum accrual is 900.0 (120 days) hire date 7/1/93 or after.</li> </ul>	<ul style="list-style-type: none"> <li>• 3 days allowed annually.</li> <li>• Days are deducted from Sick Leave Balance.</li> <li>• No accumulation of balance from year to year.</li> </ul>