**New Teacher Information**

**Attention New Teachers**

Please read the information provided below. All certified personnel policies are online at

<http://www.sdale.org>. Please go the website and read all the district policies thoroughly.

**Sick Leave/Personal Leave**

If you are contracted for 190 to 200 days you will receive 10 leave days each year (201-231=11 days, over 231 = 12 days). Three of these days may be used for personal leave such as shopping, wedding, holidays, etc.

If you use all of your days, you will be docked at the cost of a substitute per day for the first 15 **sick** days and full salary for personal days (full salary dock is: contracted salary divided by the number of days you are contracted to work. (Ex: $23,490.00 divided by 190). On the 16th sick day beyond your sick leave, you will be deducted a full salary daily rate of pay.

You can transfer up to ninety (90) days sick leave from another school district in Arkansas. There is no limit on accumulated sick days within the district. You cannot accumulate personal days. However, personal days roll into your sick leave if not used each year.

**All absences must** be reported through the AESOP program This applies to every contracted employee in the district even if you do not require a substitute for your absence. You will receive training on this program during New Teacher Orientation.

**Pay Day**

Payday for employees contracted for up to 190 days per year will be the 15th of each month. Payday for employees contracted for 191 days or more receive their checks at the end of the month. This is the last working day of the month. If payday occurs on the weekend, you will be paid the Friday previous to the weekend. If you do not already know the length of your contract, this information will be discussed in your new hire meeting.

Please contact Debbie Reed at 750-8804 or email debbie.reed@sdale.org if you have questions or concerns.