

Non-52 Week Employees (38.6, 42.6 & 46.6 Weeks Worked) 2009 Year End Payroll - Winter Break and Deferred Pay

Dear Employee:

The end of 2009 is quickly approaching. **Below are common questions that you may have regarding payroll processing:**

What is the Payroll Processing Schedule for end of year 2009?

Below are the remaining scheduled pay dates. CPS will **not** distribute early. Pay period 26 earnings will be paid on 12/31/2009.

Pay Period Number	Pay Period Begin Date	Pay Period End Date	Pay Date	Regular Calendar Track A, C & D			Track E			Track B		
				REG	VAC	DEF	REG	VAC	DEF	REG	VAC	DEF
25	11/22/2009	12/5/2009	12/18/2009	10			10			5		5
26	12/6/2009	12/19/2009	12/31/2009	10			5		5			10
1	12/20/2009	1/2/2010	1/15/2010		5	5		5	5		5	5

How are my vacation days calculated/accrued?

The table below shows the number of vacation days that you earn for each regular day paid during the evaluation period (Pay period 7 through Pay period 22 (March 16, 2009 - October 23, 2009)):

Regular days paid from March 16, 2009 – October 22, 2009	Number of vacation days earned
1 - 10	0
11 - 20	1
21 - 40	2
41 - 60	3
61 - 80	4
81 - or more	5

**Regular days include Regular, Sick, Personal Business, and Professional Development days paid between Pay period 7 through Pay period 22 (March 16, 2009 - October 23, 2009).*

How do I know my actual number of accrued days?

Your pay stub dated 12/18/2009 reflects the number of days that you have accrued towards winter break.

Why didn't I receive my full five days?

Some reasons that you may not have earned a full five days include:

- You started working for CPS after March 16, 2009;
- You received payment for your accrued vacation balance because you were terminated, displaced, or laid off;
- You were unpaid a portion of the evaluation period;
- You worked as a substitute teacher or miscellaneous employee for a portion of the evaluation period. (If the position type was not changed retroactively, the hours worked as a substitute or miscellaneous employee is not eligible for accrual.)

Can I get my paycheck early?

CPS will **not** distribute pay period 26 earnings prior to 12/31/2009. Employees will be paid according to the regular payroll schedule above.

What is the Personal Business Day process for year end?

- You will see 2010 grant for personal business days reflected on your pay check dated 1/15/2010;
- Personal Business days taken in Pay Period 1 2010 (Pay Period Dates 12/20/2009 – 1/2/2010) will be applied to your 2009 Personal Business Day balance;
- Your balance remaining at the end of Pay Period 1 2010 will be transferred to your sick balance and be reflected on your check dated 1/15/2010.

If you have any additional questions or concerns, please email payrollservices@cps.k12.il.us.

Thank you for your attention.

Payroll Services