

PERSONAL DAYS (5 DAYS)

State Benefit:

- **2 Days earned (1 per semester)**

Local Benefit:

- **3 additional days to be earned after completing 10 years employment**

- ***Example of personal days earned:***

- ***1 day – Employed one Semester ONLY***
- ***2 days – Employed both Semesters but less than 10 years of completed service***
- ***3 days – Employed with 10 years completed service***
- ***4 days – Employed with 15 years of completed service***
- ***5 days – Employed with 20 years of completed service***

PERSONAL DAYS

- **A MAXIMUM OF 10 YEARS OF SERVICE CAN BE TRANSFERRED FROM ANOTHER SYSTEM**
- **PERSONAL DAYS THAT ARE EARNED AND NOT USED CAN BE CONVERTED TO SICK DAYS**
- **IF YOU WANT TO USE ANY “UNEARNED” PERSONAL DAYS YOU CAN PURCHASE THEM AT THE COST OF A SUBSTITUTE (WHETHER A SUBSTITUTE IS USED OR NOT)**
 - **\$75.00 FOR A CERTIFIED SUBSTITUTE**
 - **\$64.00 FOR A NON-CERTIFIED SUBSTITUTE**
 - **\$55.50 FOR A SUPPORT SUBSTITUTE**
 - **\$150.00 FOR A REGISTERED NURSE (RN)**
 - **\$100.00 FOR A LICENSED PRACTICAL NURSE (LPN)**

SICK DAYS

- **EARN 1 PER MONTH BEGINNING IN SEPTEMBER**
- **TOTAL DAYS EARNED EQUALS TOTAL NUMBER OF MONTHS IN CONTRACT**
- **SICK DAYS EARNED FROM ANOTHER PUBLIC SCHOOL SYSTEM IN ALABAMA CAN BE TRANSFERRED TO GADSDEN CITY. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL EMPLOYEE TO VERIFY THAT ALL SICK DAYS HAVE BEEN TRANSFERRED.**

SICK DAYS

- **CONTACT FRANCESCA IGOU WHEN YOU KNOW YOU ARE GOING TO BE OUT MORE THAN 10 CONSECUTIVE DAYS.**
- **CATASTROPHIC SICK LEAVE**
 - **ANY ILLNESS, INJURY OR MEDICAL CONDITION RELATED TO CHILDBIRTH, CERTIFIED BY A LICENSED PHYSICIAN WHICH CAUSES THE EMPLOYEE TO BE ABSENT FROM WORK FOR AN EXTENDED PERIOD OF TIME**
 - **MUST USE ALL SICK DAYS, SICK BANK DAYS AND EXHAUSTED ALL 15 LOANED DAYS TO BE ELIGIBLE FOR DONATED DAYS**
 - **DONATED DAYS NOT USED WILL BE GIVEN BACK TO PERSON THAT DONATED THE DAYS THROUGH A LOTTERY PROCESS**
- **COVERED PERSONS: CAREGIVER OF PARENT, SPOUSE, CHILD, FOSTER CHILD OR SIBLING**

EMPLOYEE SELF SERVICE

- **[HTTPS://GADSDENCITYAL-ESS.HARRISSCHOOL.SOLUTIONS/EMPLOYEESELFERVICE/ACCOUNT/LOGIN?RETURNURL=%2FEMPLOYEESELFERVICE%2F](https://gadsdencityal-ess.harrisschool.solutions/employeeselfservice/account/login?returnurl=%2femployee-selfservice%2f)**
- **CAN VIEW/PRINT PAYSTUBS AND W2S**
- **CAN CHANGE YOUR ADDRESS AND TAXES**
- **CANNOT CHANGE BANKING INFORMATION DUE TO CYBER ATTACKS, SO YOU WILL HAVE TO CONTACT THE ACCOUNTING DEPARTMENT TO DO THIS**
- **PLEASE SET IT UP WITH A PERSONAL EMAIL ACCOUNT**

AESOP/FRONTLINE

- **USED TO ENTER ABSENCES, ASSIGN SUBSTITUTES AND CLOCK IN/CLOCK OUT**

CLASS WALLET

- **FY 2026 - \$1,000 PER TEACHER UNIT**
- **HAS TO BE INSTRUCTIONAL SUPPLIES FOR THE STUDENT**
- **LIST OF CAN AND CANNOTS UPON REQUEST OR YOU CAN ALWAYS ASK YOUR BOOKKEEPER**
- **OF COURSE THERE ARE ALWAYS ONE OFFS**
- **FOOD, INCENTIVES AND CLEANING SUPPLIES ARE ALWAYS A NO!!!!!!**

MONTHLY PAY SCHEDULE

Payroll Dates				# of Days in Pay Period	Due Date	Date Paid	Run ID
Beginning		Ending					
July	1	July	31	22	August 13	August 29	Jul25
August	1	August	31	21	September 12	September 30	Aug25
September	1	September	30	21	October 15	October 31	Sep25
October	1	October	31	22	November 10	*November 21	Oct25
November	1	November	30	16	December 9	*December 19	Nov25
December	1	December	31	18	January 16	January 30	Dec25
January	1	January	31	19	February 13	February 27	Jan26
February	1	February	29	20	March 13	* March 27	Feb26
March	1	March	31	20	April 14	April 30	Mar26
April	1	April	30	20	May 12	May 29	Apr26
May	1	May	31	20	June 12	June 30	May26
June	1	June	30	21	July 10	July 31	Jun26

* Special payroll date

(Dates paid are always the last day of the month unless otherwise noted.)

ACCOUNTING DEPARTMENT

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