

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**
 - **\$73.00 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**
- **STARTING THIS YEAR CLOCKING IN AND OUT WILL BE MANDATORY AND YOUR PAY MAY BE DOCKED FOR NOT DOING SO**

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 14	August 31	Jul26
August	1	August	31	21	September 16	September 30	Aug26
September	1	September	30	21	October 16	October 30	Sep26
October	1	October	31	20	November 13	*November 20	Oct26
November	1	November	30	17	December 11	*December 18	Nov26
December	1	December	31	18	January 15	January 29	Dec26
January	1	January	31	19	February 12	February 26	Jan27
February	1	February	29	20	March 12	March 31	Feb27
March	1	March	31	19	April 16	April 30	Mar27
April	1	April	30	22	May 14	May 28	Apr27
May	1	May	31	20	June 11	June 30	May27
June	1	June	30	21	July 16	July 30	Jun27

12 month employees get paid in the month they work

* Special payroll date

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

ACCOUNTING DEPARTMENT

Cory Skelton
Chief School Finance Officer
256-549-2905
cskelton@gadsdencityschools.org

Franchesca Igou
Insurance Coordinator
256-549-2948
frivera@gadsdencityschools.org

Karla Smith
Payroll
256-549-2949
ksmith@gadsdencityschools.org

Angie Craig
Accounts Payable
256-549-2907
acraig@gadsdencityschools.org