

**Per Diem Payroll --- Information Sheet**

Type	Payroll Status Code	Sick Leave Earned	Health and Welfare Benefits	Vacation Pay	Check Distribution
Occasional Per Diem Day-to-Day Substitute Assignment	O	None	No	None	Semi - Monthly
Long-Term Per Diem after 30 days or more in the same position covering the same absentee	Z	One (1) day for each month when work plus holidays equal 20 days. Sick leave usage requires a doctor's note	No	After 60 full days, 3 vacation days and 1 day for every 20 days thereafter	Semi - Monthly
Full-Time/ Part-Time working less than 5 days per week	F	No*	Yes, if working at least 2 ½ days a week in their title	Yes, provided the above conditions have been met	Semi - Monthly

\*F-Status working 4 ½ days per week may be entitled to earn sick leave during those months in which the aforementioned requirements have been met. Those employees that work 5 part-time days per week can accumulate ½ day of sick time.