

## ADMINISTRATIVE AND SUPPORT STAFF ANNUAL LEAVE

### I. General Information

- A. Annual leave applies to most, but not all, twelve (12) month employees. It does not apply to ten (10) and eleven (11) month employees.
- B. Annual leave is calculated on the basis of July 1 – June 30 employment, consistent with the school system's fiscal year.
- C. The use of annual leave must be approved in advance by the employee's supervisor as applicable and the Superintendent or his designee on an approved leave form.

### II. Administrative Staff

- A. Twenty (20) annual leave days are available each year. (July 1 – June 30). The Board of Education encourages its employees to take this leave annually; however, twenty (20) days of annual leave may be carried over to the next duty year. The maximum number of annual and accumulated leave days shall be forty (40).
- B. Annual leave must be approved in advance by the Superintendent or his/her designee.
- C. Annual leave used between August 15 and September 15 should normally not be more than one day at a time.
- D. Upon termination or retirement, any unused annual leave accrued the prior fiscal year shall be paid in full. All annual leave accrued during the fiscal year in which the administrative employee terminates his/her employment shall be paid on a pro-rated basis equal to the amount of time worked in their final year. If more than the pro-rated maximum has already been used, the employee's final salary payment shall be reduced according.

Example: Termination on September 30 is 25 per cent of the fiscal year and a maximum of 5 annual leave days (25% of 20 annual leave days) shall be payable. If the employee has already used 10 days, a payroll reduction of 5 days shall be made.

### III. Support Staff

- A. Effective July, 1999, permanent twelve (12) month educational support personnel shall begin to accrue but not be eligible to use annual leave during their first fiscal year of employment. During this initial period of employment each employee is credited with a ½ day of annual leave for each full month of employment which may be used after July 1 following their date of employment.
- B. Following the employee's first anniversary date of employment, each eligible employee is credited with one (1) day of annual leave for each full month of employment. These annual leave days shall be available for use during the next fiscal year of employment.
- C. During the succeeding year of employment and each year thereafter, each eligible employee is credited with one and one-fourth (1 ¼) days of annual leave for each full month of employment. These annual leave days (maximum 15) shall be available for use during the next fiscal year of employment.
- D. On July 1 following six (6), seven (7), eight (8), nine (9) and ten (10) years of employment, eligible twelve (12) month permanent employees shall receive an additional one (1) annual leave day for each year up to a maximum, grand total of twenty (20) days.
- E. A maximum of ten (10) days of unused annual leave are automatically transferred to the succeeding year. Any annual leave in excess of ten (10) days not used during the current year (prior to June 30) is permanently eliminated and lost. Employees may request the Superintendent to grant a special exception to transfer additional unused vacation days under special circumstances. Request should be made in writing with a justification of need.
- F. Creditable annual leave may be used by the employee prior to the termination or retirement date provided the Board receives a sixty (60) day prior notice from the employee. Any annual leave not used will be paid upon termination.

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