

**ANNUAL LEAVE/VACATIONS  
TWELVE-MONTH EMPLOYEES**

Employees working a full-time, twelve (12) month position shall be entitled to annual leave with full pay under the following provisions:

1. The superintendent or designee shall approve all annual leave requests in advance.
2. Ten (10) days per year annual leave may be earned beginning July 1 through June 30 of the following calendar year.
3. Six (6) months continuous employment is required before an employee qualifies for the use of earned annual leave. No use of annual leave is allowed during the first six months of employment.
4. Effective 1 July, 2006, annual leave is earned/accrued at the rate of ten (10) days per year. It may not be taken until earned and after six months of consecutive employment.
5. If an employee's accumulated leave exceeds one and one-half (1½) times the yearly rate on June 30 of each year, the amount exceeding one and one-half (1½) times the yearly rate will be transferred to sick leave until a total of ninety (90) days sick leave has been accumulated, the excess days will be forfeited, but tracked for Teachers' Retirement benefit.
6. Military leave shall be a part of earned annual leave unless it is to meet the military obligations as prescribed by state law. (See also policy DEC-R6.)
7. Employees who leave the district through resignation or retirement, and in good standing, shall receive full pay for earned annual leave not to exceed an amount of one and one-half year's accrual.
8. Employees in FLSA Exempt Positions: If an employee is an administrator employed on a twelve (12) month basis, the administrator shall be granted one (1) day every month for a total of twelve (12) days annual leave during a twelve (12) month period of employment.
  - A. After ten (10) years of continuous service, annual leave for an employee will be computed at the rate of one and one-fourth (1¼) days per month for each calendar month, not to exceed fifteen (15) days per contract year.
  - B. After fifteen (15) years of continuous service, annual leave for an employee will be computed at the rate of one and one-half (1½) days per month for each calendar month, not to exceed eighteen (18) days per contract year.
9. Employees in FLSA Non-exempt Positions: If an employee is a support employee employed on a twelve (12) month basis, the support employee shall be granted (ten) 10 days of annual leave during a twelve (12) month period of employment.
  - A. After ten (10) years of continuous service, annual leave for a support employee will not exceed twelve (12) days per contract year.



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- j B. After fifteen (15) years of continuous service, annual leave for a support employee will not exceed fifteen (15) days per contract year.

Approval of Vacation Dates

The dates for all vacations must be approved by the immediate supervisor, and will be limited to 10 working days in a row, unless otherwise approved by the superintendent.

Substitutes for Employees on Vacation

It is the responsibility of the immediate supervisor to arrange vacations at a time when a substitute will not be required.

Vacation Accrual While on Sick Leave

1. With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.
2. Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

**CROSS-REFERENCE: Policy DEC-R6, Military Leave, Regulations**

**Adopted: January 1994 as policy P-118**

**Revised: November 1995**