

## Annual/Compensatory Leave

1. Twelve - month employees earn annual leave at the following rate:

<u>Years of Service</u>	<u>Earned Leave</u>
0-5	10 days per year
6-10	12 days per year
11-	15 days per year

2. An employee will not be eligible for vacation until he has been employed for a period of six months, at which time he will have accumulated six days vacation.
3. Unused leave may be accumulated without limit.
4. Regularly earned leave may be taken with the approval of the Superintendent or his designee. More than twelve months taken at one time may be authorized by the school board.
5. In case of absence beyond sick or annual leave allowed. Deductions shall be based on the daily rate of pay for the employee.
6. Twelve month employees eligible for annual leave are also entitled to the following holidays provided they are student holidays:
  - New Year's Day/New Year's Eve
  - Good Friday/Easter Monday or a 2-Day Spring Break to be determined by the School Board
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving, day before and day after
  - Christmas Day
  - Christmas Eve and the day after Christmas if on work day
  - Martin Luther King Holiday
  - President's Day
7. Compensatory days will be given, determined by the Superintendent. If the holidays fall on Saturday or Sunday, or if designated holidays are part of the school calendar. It is the responsibility of each employee to report compensation time earned under provisions of this paragraph or compensatory time approved in advance by the superintendent. The report of compensatory time earned shall be made to the immediate supervisor of the employee within five days after the time earned. Compensatory time must be used the school year it is earned.
8. Compensation may be paid for unused vacation time when an employee retires or resigns from employment. Compensation will not exceed the amount earned in a twenty-four (24) month period.
9. Vacation and compensatory leave may be taken in one-half or one whole day segments.

Adopted: December 10, 1990  
 Amended: October 14, 2002  
 Amended: October 26, 2007  
 Amended: November 19, 2007  
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