

## ANNUAL LEAVE

### A. Eligibility

Twelve-month, full-time (defined as an average of 30+ hours per week) employees of Westmoreland County Public Schools are eligible to earn annual leave in the following manner:

<u>Years of Twelve-Month Service</u>	<u>Earned Annual Leave</u>
0 – 5 years	10 days per year
6 – 10 years	12 days per year
11+	15 days per year

### B. Accumulation of Annual Leave

Unused annual leave may be accumulated without limit.

### C. Allowable Use of Annual Leave

An eligible employee cannot use earned annual leave until he or she has been employed in a twelve-month position in the school division for six months.

Annual leave may be used for any reason in full- or half-day increments.

Employees must provide their immediate supervisor with reasonable notice of their intention to use annual leave, so that the supervisor may make any necessary arrangements to cover the duties of the absent employee.

Requests for use of annual leave must first be approved by the employee's immediate supervisor, and then by the Superintendent or his designee.

Requests to use annual leave beyond the current school year must be authorized by the School Board.

### D. Payment for Unused Annual Leave Upon Separation from the School Division

Upon resignation from the school division or upon retirement under provisions set forth by the Virginia Retirement System, eligible employees will be paid at their daily rate for unused annual leave, not to exceed the number of annual days earned in a twenty-four (24) month period.

Nothing in this section shall preclude an employee from using accumulated annual leave in anticipation of, and prior to, his or her scheduled retirement.

E. Unauthorized Use

An employee who uses leave in an unauthorized manner that is inconsistent with School Board policies and regulations may be subject to disciplinary action including loss of pay, reprimand, termination of employment, or other action deemed appropriate by the Superintendent or his designee.

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Adopted: March 19, 2018