

CHAPTER 6.00 – HUMAN RESOURCES

ANNUAL/VACATION LEAVE

6.28*

The following schedule shall be used in determining the accrual of annual leave.

- I. Employees on twelve (12) month contracts shall accrue annual leave, exclusive of holidays, and based on the number of years accumulated as a 12-month employee, with compensation as follows:
 - A. One (1) day per month cumulative to twelve (12) days per year for less than five (5) years of continuous service in the District.
 - B. One and one-quarter ($1\frac{1}{4}$) days per month cumulative to fifteen (15) days per year for five (5) or more years of continuous service in the District.
 - C. One and one-half ($1\frac{1}{2}$) days per month cumulative to eighteen (18) days per year for ten (10) or more years of continuous service in the District.
 - D. One and three-quarter ($1\frac{3}{4}$) days per month cumulative to twenty-one (21) days per year for fifteen (15) or more years of continuous service in the District.
- II. Annual leave shall accrue at the close of each month and shall not be accrued to exceed thirty (30) working days. Employees shall be encouraged to use accrued annual leave on an annual basis.

CHAPTER 6.00 – HUMAN RESOURCES

- III. Annual leave may be granted by the Superintendent or designee upon the written application of the employee and with the prior approval of the employee's immediate supervisor. Annual leave shall be scheduled for minimum disruption of the school program.

- IV. An employee shall be entitled to annual leave if he/she works on a part-time basis and in excess of one-half ($\frac{1}{2}$) the hours or days required before a full time position, but less than the total hours required for a full time employee.

- V. Annual leave shall not be granted until the employee has rendered at least three (3) months of acceptable service in the District.

- VI. Accrued annual leave may be used in lieu of other types of leave with the Superintendent's approval.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.22, 1012.62, 1012.66, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.082

HISTORY: ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: