

SUPPORT PERSONNEL ANNUAL LEAVE

1. Annual leave shall be granted to all 12-month full-time employees for the purpose of rehabilitation and restoration of work efficiency, transaction of personal affairs which include such absences as vacations, illness in the family, and attending funerals of other than immediate family.
2. All 12-month full-time employees shall earn annual leave in the following manner:
 - (1) Prior to three years service, at the rate of one day annual leave per month (12 days per year).
 - (2) After three years service, but less than ten years service, at the rate of one and one-fourth days of annual leave per month (15 days per year).
 - (3) After ten years of service or more, at the rate of one and one-half days per month (18 days per year).
3. Years of experience shall be computed on a fiscal year basis. An employee must be employed and on the job for at least six months or more prior to the end of the fiscal year to receive credit for a year's experience.
4. The employment date shall be determined to mean the date that the employee becomes a 12-month full-time employee and not necessarily the date an employee was employed. This would apply to persons who may have worked part-time or for any period less than 12 months. The most recent employment date will become the effective date of employment. Those persons having a break in service and who may be receiving credit for experience on the pay scale will not receive credit for annual leave based on the same number of years.
5. Annual leave shall be credited at the end of each fiscal year (June 30) and should be taken in the following fiscal year. Unused annual leave may be carried forward into the next year for a maximum of ten (10) days. Annual leave is not cumulative. Annual leave, including annual leave carried forward, not taken in the prescribed time will be lost.

6. Payroll checks of all employees exceeding their annual leave will automatically be deducted at full pay.
7. All annual leave must be applied for and approved by the assistant superintendent, director, supervisor, or principal.
8. It shall be the responsibility of the principal, assistant superintendent, director, or supervisor, to report all monthly annual leave taken by employees under his or her direction.
9. Daily attendance and leave records shall be maintained for all employees eligible to accrue annual and sick leave.

Adopted: 02/02/72

Revised: 09/15/93