

EARNED ANNUAL LEAVE - PAID VACATION(S)

PERMANENT EMPLOYEES ON BOARD ASSIGNED VACATION-EARNING CALENDARS SHALL BE ENTITLED TO PAID VACATION(S) BASED ON THE APPROPRIATE SCHEDULES CONTAINED IN THE RULES BELOW. EARNED ANNUAL LEAVE PROVISIONS CONTAINED IN COLLECTIVE BARGAINING AGREEMENTS BETWEEN THE BOARD AND ITS UNION MAY SUPERSEDE THE PROVISIONS OF THIS POLICY.

RULES

1. Employees on a temporary or per diem basis shall not be eligible to receive any remuneration for Paid Vacation days earned or holidays.
2. Permanent part-time employees shall earn a pro rata share of Paid Vacation(s) of a full-time employee.
3. With the exception of authorized Professional Leave, time taken off from the job must be charged to a Board-approved leave as listed in a School Board's Policy, or a leave contained in a Board-approved collective bargaining agreement.
4. All permanent employees on Board assigned vacation earning calendars (244 days or more) shall be eligible to receive a vacation with pay subject to the following provisions:
 - (a) Vacation requests, properly signed by the employee and the appropriate division head and/or department head, shall be completed prior to the first day of vacation.
 - (b) The affected employee's supervisor may reject a vacation request for a specific date if he/she feels that the employee's absence may disrupt the work of the department/school.
 - (c) An individual employed prior to the 15th of the month shall be given credit for earned vacation time for that month. Any individual employed for one (1) day more than half of the Board approved vacation earning calendar, shall receive a year of service toward vacation credit for that calendar year. Vacation may be used as earned. At the end of each fiscal year unused vacation not to exceed 62.5 days shall be carried forward to the following year.
 - (d) Employees transferring to a twelve-month position from other contract calendar positions shall be given credit for the number of full time continuous years of service. They will start earning vacation the first month of twelve-month employment.
 - (e) No employee may take in excess of fifteen (15) vacation days in any given month without the express written authorization of the Superintendent or his designee.
 - (f) Each employee on a vacation-earning calendar must take a minimum of five (5) consecutive vacation days per year providing the employee has accrued five (5) days. This provision may be waived by the Superintendent or his/her designee in unusual circumstances.
 - (g) Effective July 1, 1986, employees assigned to the ASPTS, BTU/TSP and principals vacation-earning calendars shall earn paid vacation based on the following formula:
 - (1) Five (5) complete years of service or less - 1-1/4 days per month
 - (2) More than five (5) complete years of service but less than ten (10) complete years of service - 1-1/2 days per month
 - (3) Ten (10) complete years of service or more - 2 days per month
 - (4) Total accrued vacation may not exceed sixty-two and one-half (62.5) days carry-over from one (1) fiscal year to the next.

- (h) All other eligible employees not covered in subsection g. above shall earn paid vacation based on the following formula:
 - (1) Five (5) complete years of service or less - 1 day per month
 - (2) More than five (5) complete years of service but less than ten (10) complete years of service - 1-1/4 days per month
 - (3) Ten (10) complete years of service or more - 1-1/2 days per month
 - (4) After 15 years of service or more in the district, clerical employees earn 2 days per month
 - (5) Total accrued vacation may not exceed fifty (50) days carry-over from one (1) fiscal year to the next.

- 5. Payment of accrued, but unused, vacation time up to the limits contained in subsection (a) and (b) below, shall be made upon separation from employment provided notice of intention to take a leave of absence or retirement has been filed with the designated county level unit administrator. If filing intention to take a leave of absence is clearly impossible, it will be paid subsequent to the date that the School Board approved such separation. Further, such payment already earned may not amount to a sum larger than that provided in the affected employee's annual contract. Exceptions may be made in cases of dismissal or when a change in the individual's work year shall be imposed by the Board. Payment shall be made based on the affected employee's daily pay rate at the time of separation.
 - (a) Employees assigned prior to July 1, 1995 to the Administrative, Supervisory, Professional and Technical Salary Schedule (ASPT) and principals assigned to a vacation-earning calendar may receive payment for up to sixty-two point five (62.5) days of vacation under section (4) above. Effective July 1, 1995, terminal pay for accrued vacation leave may not exceed a maximum of 60 days for employees hired on or after said date.
 - (b) All other eligible employees not mentioned in subsection (a) above may receive payment for up to fifty (50) days of vacation pursuant to the criterion in this policy.

- 6. For purposes of computing vacation accrual only, employees assigned to the ASPTS, BTU/TSP positions may be credited with up to ten (10) years of work experience, from any school district in any state or other employer provided that said experience is directly related to the job duties performed by the affected employee at the time he/she was hired by the Board.

AUTHORITY: F.S. 1001.41
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