

CHAPTER 6.00 - PERSONNEL

6.28*

ANNUAL LEAVE

POLICY:

- (1) Employees who are employed on a twelve (12) months contract shall accrue vacation leave, exclusive of holidays, at the rate of one (1) day per month except as listed:

<u>Continuous and Creditable Service in Dixie County*</u>	<u>Number of Days Leave Per Contractual Year</u>
Up to 5 Years	12 Workdays Per Year
5 through 10 Years	15 Workdays Per Year
During and over 11 years	20 Workdays Per Year

*A year's continuous creditable service in Dixie County will include a regular full-time position for those employees who had previously been employed in full-time positions requiring less than twelve (12) month service.

- (2) No annual leave or excess of 60 days will be carried forward from June 30 to July 1 each year.
- (3) Vacation leave may be granted by the Superintendent upon written request of the employee and with prior approval of the employee's administrative superior. Vacation leave shall be scheduled in a manner to minimize disruption of the school program.
- (4) Any employee employed on a part-time basis who works in excess of one-half (1/2) the hours or days required for a full-time position but less than the total hours or days required for a full-time employee shall not be entitled to vacation leave.

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- (5) In addition to the above provisions the following conditions shall apply to the accrual of vacation leave.
 - (a) Employment to the sixteenth (16th) of any month shall permit the month to be counted as a month of employment.
 - (b) Termination of employment after the fifteenth (15th) of any month shall permit the month to be counted as a month of employment.
 - (c) Leave without pay in excess of eleven (11) work days in any month makes an employee ineligible for full vacation accrual for that month except an employee on leave from injury-in-the-line-of-duty may accrue vacation leave credit.
 - (d) Any twelve (12) month employee who resigns prior to the completion of a full month of employment shall not be granted any vacation leave credit.

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

LAWS IMPLEMENTED: 1001.43; 1012.60; 1012.22; 1012.62; 1012.66, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.082

History:

Adopted: April 1, 1981 Revision Date(s): July 1, 1995; July 1, 1996; January 14, 1999 May 9, 2000; October 9, 2001; June 10, 2003; October 7, 2003; June 29, 2004; February 8, 2005; June 7, 2005 Formerly:
