

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.25* - Vacation Leave

POLICY

Personnel employed on a full-time basis, twelve (12) months, shall earn ninety-six (96) working hours of annual leave per calendar year for the first three (3) years of employment augmented by one additional day to a maximum of one hundred and forty-four (144) hours as scheduled below:

1 - 3 years	96 hours
4 - 5 years	104 hours
6 - 7 years	112 hours
8 - 9 years	120 hours
10 - 11 years	128 hours
12 - 13 years	144 hours

- (1) Vacation leave shall accrue at the close of each month, in accordance with the maximum allowed, and may not exceed three hundred and twenty (320) working hours for a carryover at the end of the fiscal year.
- (2) No vacation leave may be earned by an employee on less than a twelve (12) month contract.
- (3) Vacation leave may be granted by the Superintendent upon the written request of the employee and with prior approval of the employee's administrative supervisor. Vacation leave shall be so scheduled as to cause a minimum disruption of the school program.
- (4) Vacation leave shall not be granted until the employee has rendered at least six (6) months of acceptable service in the district.
- (5) Full-time continuous service rendered in a ten (10) month position shall be considered as continuous service in determining creditable service for vacation leave purposes. (6A-1.082)
- (6) Upon termination or retirement, an employee shall receive a lump sum payment for accrued vacation leave. If service is terminated by death, this benefit shall be paid to the employee's beneficiary. When an employee changes from a contractual status which generates vacation leave to a contractual status which does not, the employee shall be considered as terminated for the purposes of vacation leave considerations.
- (7) Employees who earn annual leave and enter into the Florida Retirement System DROP Program may request payment for unused annual leave at the time of official termination notification for DROP participation and approved by the School Board. If annual leave payment is requested, no further payment is permitted for future unused annual leave while in the DROP Program.

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STATUTORY AUTHORITY: 1001.41 (2), 1001.42 (17), 1001.60, F.S.

LAWS IMPLEMENTED: 1012.66, 1012.22 (2), 1011.60, F.S.

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Formerly: