

Twelve-month employees shall be entitled to twelve (12) days of annual leave, accumulated at the rate of one day for every month worked, but with the provision that annual leave cannot be earned while the employee is on another leave without pay.

Upon resignation, retirement, or death, any twelve-month employee shall be entitled to and shall be paid for a maximum of fifteen (15) days of earned and unused annual leave.

Annual leave will not be granted for more than the number of days earned by the employee at the time of leave. Annual leave will be granted only for such times as will least interfere with the efficient operation of the schools. Annual leave with pay is not earned by, nor granted to, part-time employees. Part-time employees are employees whose standard work week is less than twenty (20) hours.

Individual employees apply to their supervisor for use of annual leave. Annual leave is subject to the approval of both the supervisor and superintendent.

The Superintendent has the authority to schedule leave for an entire group, if they are needed for District service (example: custodial and maintenance for summer work) at the same time.