



Book	Policy Manual
Section	1000 Administration
Title	Copy of VACATION LEAVE
Number	po1430.06 ss 12-11-17
Status	Draft
Adopted	September 20, 2016
Last Revised	December 11, 2017

1430.06 - **VACATION LEAVE**

Administrators who are employed in twelve (12) month positions earn paid vacation leave.

A. Accrual

Vacation leave with pay is accrued by eligible administrators at the rate of:

1. one (1) day per month cumulative to twelve (12) days per year for less than ten (10) years of continuous service in the District;
2. one and one-quarter (1 1/4) days per month cumulative to fifteen (15) days per year for eleven (11) or more years continuous service in the District;
3. one and one-half (1 1/2) days per month cumulative to eighteen (18) days per year for fifteen (15) years or more of continuous service in the District.

Annual leave may be granted by the Superintendent upon the written application of the employee and with the prior approval of the employee's immediate supervisor. Annual leave shall not be granted until the employee has rendered at least six (6) months of acceptable service in the District.

Vacation leave will be credited the last day of each month.

An administrator who is in an active pay status shall earn vacation leave for each month in which s/he received pay for more than half the number of workdays in the month.

An administrator who is on leave without pay during a calendar month shall earn vacation leave for that month if s/he has worked more than half the number of work days that month.

Unused vacation leave may be accrued; however, not more than ~~240~~ 480 hours/days may be carried forward from June 30th each year.

B. Transfer

Educational personnel in Department of Children and Family Services residential care facilities who are employed by

the Board under the provisions of F.S. 402.22(1)(d) may request, and the Board shall accept, a lump sum transfer of accumulated annual leave for such person employed by the Board in a position that is eligible to accrue vacation leave under policies of the Board.

C. Use

Use of vacation leave shall not be approved before the time it is earned.

Vacation leave shall be scheduled in the workplace to permit minimum disruption of the operation of the school system.

Accrued annual leave may be used in lieu of other types of leave with the Superintendent's approval.

D. Terminal Pay

When an administrator is released or resigns, s/he will be paid for vacation time accumulated through the end of the last full month worked, not including the last partial month worked. Terminal pay may not exceed a maximum of ~~thirtysixty~~ (3060) days (~~240480~~ hours) of actual payment.

As of June 30, 2018, Madison County School District employees who exceed 240 cumulative vacation hours may receive compensation based on the following:

The BOARD may, at its discretion, follow these conditions when the total terminal pay exceeds five thousand dollars (\$5,000.00):

1. ~~(i)~~ Pay the entire amount in a single lump sum;
2. ~~(ii)~~ Prorate the entire amount over a period of months, not to exceed thirty-six (36) months, as established by the BOARD, or,
3. ~~(iii)~~ Allow the employee to select an alternative payment method based on BOARD approval.

© Neola 20164

Legal

F.S. 1011.60(3), 1012.22(2), 1012.65

Last Modified by Sam Stalnaker on December 11, 2017