# PERSONNEL 03.122

-Certified Personnel -

Holidays and Annual Leave

All certified employees shall be paid for four (4) holidays which shall be designated in the official school calendar. These are part of the school year required by state law.1 Employees with contracts of two hundred and thirty-five (235) days or more may also observe as paid holidays Memorial Day and Labor Day.

Restrictions

In order to qualify for paid holidays, employees must work the day before and the day following the holiday, unless the holiday occurs during their scheduled vacation; the employee presents a valid doctor’s statement of illness; or the immediate supervisor is given prior approval for the employee’s absence.

Annual Leave

~~Twelve month certified employees are employed on a two hundred thirty-five (235) day contract or more. Twenty (20) days of annual leave shall be granted to all certified staff employed on a twelve (12) month basis (235 days or more).~~

**Twelve month certified employees are employed on a two hundred thirty-five (235) day contract or two hundred and forty (240) day contract. Twenty-five (25) days of annual leave shall be granted to 235 day employees and twenty (20) days shall be granted to 240 day employees.**

For the first year of employment, annual leave shall be accrued at the rate of one-tenth (1/10) of the eligible leave per month, not to exceed total leave time available. Thereafter, all available annual leave days shall accrue at the beginning of each fiscal year. No annual leave may be taken during the first nine (9) months of employment with the District, without approval from the Superintendent/Designee; however, annual leave time will accrue during this period of time.

**Pursuant to** [**KRS 160.290**](http://policy.ksba.org/DocumentManager.asp?requestarticle=/KRS/160-00/290.pdf&requesttype=krs)**(3) in** [**KRS 161.540**](http://policy.ksba.org/DocumentManager.asp?requestarticle=/KRS/161-00/540.pdf&requesttype=krs)**(1) all twelve month employees shall be permitted to carry over and accumulate a maximum of ten (10) days of unused accrued annual leave from one school year to the next, and no employee may accumulate more than thirty or thirty-five (30/35) days in any one year.** Any leave that is accumulated in a school year that exceeds the maximum allotment of thirty or thirty-five (30/35) days must be used before the end of the school year, or be forfeited. Compensation for accrued annual leave shall be made when an employee retires from the District at a rate not to exceed the daily salary rate calculated from the employee’s last annual salary, and shall be considered part of the employee’s annual compensation.

**235 Day Contracts = 25 days of annual leave, can accumulate no more than 35 days per year.**

**240 Day Contracts = 20 days of annual leave, can accumulate no more than 30 days per year.**

The employee shall be paid his/her normal daily rate of pay exclusive of any overtime wages for each day of annual paid leave.

In the year an employee retires, resigns, or whose employment is otherwise terminated, annual leave shall be prorated and accrued at a monthly basis at the rate of one-tenth (1/10) of the eligible annual leave per month, not to exceed total leave time available. In no event shall an employee be compensated for any accrued annual leave in excess of thirty (30/35) days.

Recognition of annual leave for KTRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of KTRS on or after July 1, 2008, payment for annual or compensatory leave shall not be included in determining the member’s last annual compensation.

# PERSONNEL 03.122

#  (Continued)

Holidays and Annual Leave

Approval

The employee must obtain approval from his/her immediate supervisor before taking annual leave. The employee’s immediate supervisor may deny the request for annual leave if he/she deems the time for such leave will cause undue hardship or interfere with the daily operations of the District.

Absent a medical emergency, approval will not be granted for any certified employee to take annual leave during either the first two (2) weeks or last two (2) weeks of the school year. Approval for leave during these periods of time requires that the certified employee present documented proof of the medical emergency or need, and secures approval of the leave through the Superintendent.

Approved holidays shall not be counted in the annual leave provision of this policy. Time off during the December/January holiday season and during the first week of July shall be counted against the employee’s annual leave time.

Definitions

For purposes of this policy, certified personnel are defined as those employees who must possess a teacher or administrator certificate as a prerequisite to performing the duties assigned and other supervisory positions at the Director level or above, as determined by the Superintendent.

References:

1[KRS 158.070](http://policy.ksba.org/DocumentManager.asp?requestarticle=/KRS/158-00/070.pdf&requesttype=krs)

 [KRS 160.291](http://policy.ksba.org/DocumentManager.asp?requestarticle=/KRS/160-00/291.pdf&requesttype=krs)

 [KRS 161.220](http://policy.ksba.org/DocumentManager.asp?requestarticle=/KRS/161-00/220.pdf&requesttype=krs)

 [KRS 161.540](http://policy.ksba.org/DocumentManager.asp?requestarticle=/KRS/161-00/540.pdf&requesttype=krs)

 [KRS 2.110](http://policy.ksba.org/DocumentManager.asp?requestarticle=/KRS/002-00/110.pdf&requesttype=krs)

 [KRS 2.190](http://policy.ksba.org/DocumentManager.asp?requestarticle=/KRS/002-00/190.pdf&requesttype=krs)

Adopted/Amended: 08/25/2011

Order #: 14