# PERSONNEL 03.222

‑ Classified Personnel ‑

Holidays and Annual Leave

All classified personnel shall be paid for four (4) holidays which shall be designated in the official school calendar.Classified 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

~~Full-time, twelve-month, non-exempt/exempt employees shall be eligible for twenty (20) non-work days/non-paid each school year to be scheduled in advance with the Superintendent. A maximum of twenty (20) additional non-work days may be accumulated and carried from one (1) school year to the next year, with approval of the Superintendent. Non-work days will be awarded to, and available for use by, the employee beginning on the first day of employment. Non-work days for continuing employees will be awarded and available for use beginning July 1 of each year.~~

Twelve month classified employees are employed on a two hundred thirty-five (235) day contract or a 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.

**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 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.

Work Schedule During Breaks

The Superintendent shall determine the work schedule of twelve-month classified employees. The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. If the employee is scheduled to work on a holiday, then that employee shall be granted the holiday on another day.

Contracted Days

Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee.

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.

References:

[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 161.154](http://policy.ksba.org/DocumentManager.asp?requestarticle=/KRS/161-00/154.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)

Related Policy:

03.122

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