

VACATION AND ANNUAL LEAVE

The amount of paid vacation time employees receive each year increases with the length of their employment. Annual leave is accumulated by KHSAA employees with the following normal schedule unless alteration is recommended upon hiring and approved by the Board of Control:

- 1) 0 to 5 years of service as of January 1 of the year in question, two weeks per year;
- 2) Six (6) years through fourteen (14) years of service to the KHSAA as of January 1 of the year in question, three weeks per year;
- 3) Fifteen (15) or more years of service to the KHSAA as of January 1 of the year in question, four weeks per year.

A maximum of one week of vacation (5 days) may be carried forward at the discretion of the employee. Leave normally accrues from January 1 to December 31 with full accrual as of January 1. Employees earn the additional leave due (five days) for employment (five years or fifteen years) by working the day following the appropriate anniversary date.

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. All full-time employees are eligible to earn and use vacation time as described in this policy.

Persons beginning employment during the year are entitled to one day of vacation for every four (4) complete work weeks on the job until January 1 of the year following the year in which they began employment. Once an employee is hired, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 30 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time (normally January 1). An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Paid vacation time can be used in increments of one hour, a half-day of 3.75 hours or a full day at 7.5 hours. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. The Commissioner and/or employee's supervisor may restrict or deny vacation requests during certain times of the year and around KHSAA events.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time less a maximum of five days which can be carried forward.

As a convenience to the employees and due to the cyclical nature of the unique workload of the Association, vacation time accrues (as shown on periodic reports) on the first day of January for the coming year. However, such time is not "earned" until the employee has actually worked the appropriate months. For example, a fifteen year employee who earns three weeks of vacation per year will see an entry for the entire fifteen days at the end of January on the periodic report that is produced. However, only one-twelfth of that time has actually been earned at that time (1.25 days or 9.375 hours), not including any of the applicable maximum five (5) days carried from the prior year. The remainder of the time, though shown as accrued, is actually unearned annual leave time until the employee has worked the appropriate month.

It is the responsibility of all KHSAA employees to make certain that these reports are diligently monitored to prevent deficit earned balances from occurring. Deficit balances will result in reduced compensation from future payroll to properly balance the annual leave.

Upon retirement, voluntary departure, or termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. If an employee retires, voluntarily departs or is terminated with unearned annual leave remaining, that amount shall be deducted from the leave balance prior to the payment for unused annual leave.

Vacation (annual leave) time of more than one day must be approved by the Commissioner at least two (2) weeks in advance. Any unexcused, unreported time off shall be recorded as use of annual leave. Any time off during which the absent employee is compensated from an outside source shall be recorded as vacation time and no other type of leave time may be used. Vacation should not be scheduled to coincide with Association events.

Both the employee and the employer are responsible for keeping leave records. All vacation time records shall be reviewed and approved by the Commissioner and the employee's direct supervisor.

FLEXIBLE LEAVE TIME

The KHSAA Board of Control through the Commissioner gives exempt employees the option of receiving compensatory time off ("flex time") instead of overtime pay for overtime hours worked. All flex time off must be given at the rate of one hour for each hour of overtime worked. Flex time scheduling will be done on a prior approval basis, and will be scheduled to meet both the needs of the employee and the Association.

Flexible time (flex time) is time not compensated by salary or expense reimbursement for time spent performing tasks relative to the duties of an exempt Association staff member beyond the published work schedule of the Association. Flex time is accumulated when an exempt member of the staff performs duties on behalf of the Association in line with his/her responsibilities beyond the normal work schedule of the office and when such accumulated time exceeds a 80 hours during a two-week period.

Accumulated flex time may be used by an exempt employee at any time with the approval of the Commissioner. Accumulated flex time may also be used for Medical; dental or optical appointment for an existing condition and for the prevention of a condition by an exempt employee.

Any employee working for any outside entity (separate from the function and purposes of the Association) for a complete day or more, and for which that employee receives compensation, shall not be eligible to take this type of time but shall use vacation time in accordance with the vacation time policy. It is the responsibility of the staff member to ensure that absence will not affect ongoing or pending programs.

Employees retiring or leaving the Association will not be compensated for unused flex time.

Both the employee and the employer are responsible for keeping leave records. All flex time records shall be reviewed and approved by the Commissioner and the employee's direct supervisor. All requests for taking of flex time shall operate under these guidelines unless otherwise approved by the Commissioner.