

**-CERTIFIED PERSONNEL -****Holidays and Vacation Leave****HOLIDAYS**

Part-time permanent certified and certified job sharing employees assigned to a working calendar shall be paid for four (4) half holidays. Certified employees job sharing for full days and working half the year shall be paid for two (2) full holidays. All full-time certified employees who work less than 260 days per year shall be paid for four (4) holidays. All certified employees who work 260/261/262 days per year shall be paid for nine (9) holidays. The paid holidays shall be designated annually by the Superintendent, approved by the Board and included in the official school calendar. These holidays are part of the school year required by state law.<sup>1</sup>

**VACATION**

~~Permanent;~~ Full-time certified employees who work 260/261/262 days per year shall earn paid vacation leave pursuant to the approved procedures ~~and shall be entitled to accumulate a maximum of forty (40) days of vacation.~~ Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize vacation leave, unless the employee submits documentation to support a leave under Board Policies 03.12322 Family and Medical Leave or 03.1234 Medical Leave. All vacation leave must be approved. The maximum monthly accumulated vacation total cannot exceed more than two (2) times the earned annual rate. Requests for vacation leave must be approved by the employee's supervisor who may deny such leave if the employee's absence will interrupt or impede the work program. Compensation for accrued vacation shall be made at the time of retirement at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.<sup>2</sup>

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

**REFERENCES:**

<sup>1</sup>[KRS 158.070](#)

<sup>2</sup>[KRS 160.291](#)

[KRS 161.220](#)

[KRS 161.540](#)

[KRS 2.110](#)

[KRS 2.190](#)

Adopted/Amended: 11/25/2013

Order #: 2013-191