# Draft 6/16/21, Revised 6/23/21, 7/19/21

# PERSONNEL DC03.122

-Certified Personnel-

Holidays, Vacations, and Annual Leave

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 a 212 – 234 day contract receive five (5) holidays. Twelve‑month employees are employed on a 235 or more day contract. Twelve-month employees shall also be paid for Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Martin Luther King’s birthday, Memorial Day and Independence Day, which are part of the 235 or more day contract, if not included as a holiday in the official work calendar.

Non‑Contracted Days

With the exception of the Superintendent, the scheduling of non‑contracted days for certified employees shall be approved in advance by the Superintendent.

Vacations/Annual Leave – Administrators with 235 day Contract

Principal and Director annual leave must have prior approval of the Superintendent. The holidays will be designated at the discretion of the Superintendent. The Superintendent shall designate a minimum of three (3) days or maximum of five (5) days of annual leave for all administrative personnel with 235 day or more contracts. If the employee’s employment is terminated prior to completion of a twelve (12) month period, the employee shall forfeit the annual leave and the payment for the annual leave days shall be deducted from the employee’s final paycheck.

Administrators with 235 or more day contracts who have been employed continuously in public education as an administrator for fifteen (15) years as of July 1st shall be entitled to an additional five (5) days of annual leave. Annual leave shall not accumulate.

Compensation for accrued annual leave 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.2

In the event of retirement, resignation, or termination, annual leave shall be prorated and accrue on a monthly basis at the rate of 1/12 of the eligible annual leave per month, not to exceed total leave time available.

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.

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#  (Continued)

Holidays, Vacations, and Annual Leave

References:

1KRS 158.070

2 KRS 160.291

 KRS 161.220

 KRS 161.540

 KRS 2.110

 KRS 2.190