# **DRAFT – 12/13/21**

# PERSONNEL G03.122

-Certified Personnel-

Holidays and Annual Leave

All certified employees shall be paid for four (4) holidays designated in the official school calendar. These are part of the school year required by state law.1 Twelve (12) month employees shall be paid for holidays designated by the Board as falling within the work calendar. To be paid for a holiday, the employee must work or be on paid leave the day prior to the holiday.

Annual Leave

All full-time twelve (12)-month certified employees will earn annual leave for years of service with the Hardin County Schools as follows:

|  |  |
| --- | --- |
| **Years of Service in Hardin Co.** | **No. of Days per Year** |
| 0 through 5 | 21 |
| 6 through 15 | 24 |
| 16 or more | 27 |

Beginning July 1, 2022, annual leave shall be accrued at the rate of 1/12 of the eligible annual leave per month. An eligible employee may request vacation days in advance from the Superintendent/designee not to exceed what will be earned in a fiscal year.

Under KRS 161.540 (1), employees eligible for annual leave would be allowed to accumulate a maximum of forty (40) days for which compensation may be made at retirement.

Employees may carry over no more than forty (40) annual leave days beyond June 30th of any calendar year. The Superintendent is authorized to approve an exception to the 40-days maximum carry over beyond June 30th. Annual leave may be used in whole or half-day increments.

In the year an employee retires, resigns, or employment is otherwise terminated, 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.

In the event that an employee transfers from a position that accrues annual leave to a position that does not accrue annual leave, any remaining unused annual leave days will be paid out at the time of transfer or resignation.

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 s/he deems that the time for such leave would cause undue hardship or interfere with the daily operations of the District.

Approved holidays/closures shall not be counted in the annual leave provision of this policy.

References:

1KRS 158.070

KRS 160.291, KRS 161.220; KRS 161.540; KRS 2.110, KRS 2.190

OAG 76-484; OAG 82-356