# **DRAFT – 12/13/21**

# PERSONNEL E03.222

‑ Classified Personnel ‑

Holidays and Annual Leave

Holidays

All classified personnel who qualify shall be eligible for four (4) paid 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 as 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.

Exception

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays.

Annual Leave

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

|  |  |
| --- | --- |
| Non-Administrative Leave | |
| Years of Service in Hardin Co. | No. of Days per Year |
| 0 through 5 | 12 |
| 6 through 15 | 15 |
| 16 or more | 18 |

|  |  |
| --- | --- |
| Administrative Leave | |
| **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 advice from the Superintendent/designee not to exceed what will be earned in a fiscal year.

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.

# PERSONNEL E03.222

# (Continued)

Holidays and Annual Leave

Annual Leave (continued)

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 from one fiscal year to the next. The Superintendent is authorized to approve an exception to the 40-days maximum carry over beyond June 30. Annual leave may be used only 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.

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 161.154

KRS 2.110

KRS 2.190

OAG 76-484