# Draft 6/1/2022

# PERSONNEL BK03.122

-Certified Personnel-

Holidays and Annual Leave

All 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 Twelve (12)-month employees may observe Memorial Day and Independence Day as holidays. Ten and one quarter (10 ¼)‑month employees may observe Memorial Day as a holiday.

Annual Leave

Based on length of continuous service to the District, certified personnel employed on a twelve‑month basis shall be entitled to annual vacation days as scheduled with the approval of the Superintendent.

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| --- | --- |
| Length of Service | Number of Days Annually |
| 0‑14 years | 15 days |
| 15 or more years | 20 days |

A maximum of ten (10) vacation days may be accumulated and carried over to the next year. Certified personnel who are employed for 242 days or more annually shall be entitled to accumulate a maximum of forty (40) days of annual leave. All accumulated vacation days must be utilized prior to retirement or termination unless approved by Superintendent or designee. Compensation for accrued annual leave shall be made at 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.

Newly employed personnel with less than twelve (12) months service shall be due 1/12 of their respective vacation time for each month worked.

References:

1KRS 158.070

2KRS 160.291

 KRS 161.220

 KRS 161.540

 KRS 2.110

 KRS 2.190