

-CERTIFIED PERSONNEL-**Holidays 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 who are contracted to work 200-239 days per school year shall receive one (1) additional paid holiday and those contracted to work 240 or more days shall receive two (2) additional paid holidays.~~

Employees who are contracted to work 200-220 days per school year shall receive two (2) additional paid holidays and those contracted to work 221-240 days shall receive four (4) additional paid holidays and those contracted to work more than 240 days shall receive six (6) additional paid holidays.

These additional holidays are included in contracted days and are not an extension of contract days. The holidays, as designated by the Superintendent, must fall within the extended day calendar.

ANNUAL LEAVE

Eligible employees shall be granted ten (10) days of paid annual leave each school year. They may accumulate and carry over a maximum of sixty (60) unused annual leave days to the next fiscal year.

Pursuant to the authority granted to the Board in [KRS 160.291](#), the Board shall compensate eligible employees, at the time of retirement, for accumulated annual leave. As used in this policy, “eligible employee” shall include the following:

1. The Superintendent; and
2. Any certified employee who is employed on a two hundred forty (240) day contract.

Compensation for accumulated annual leave pursuant to this policy shall not exceed sixty (60) days. 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 1/10 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.

Annual leave must be scheduled with prior approval of the employee’s immediate supervisor.

REFERENCES:

¹[KRS 158.070](#)

²[KRS 160.291](#)

[KRS 161.220](#); [KRS 161.540](#); [KRS 2.110](#), [KRS 2.190](#)

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