# PERSONNEL 03.122

-Certified Personnel-

Holidays and Annual Leave

Certified employees shall be paid for four (4) holidays, Labor Day, Thanksgiving Day, Christmas Day, and New Year’s Day, which shall be designated in the official school calendar. These are part of the school year required by state law.1 Employees who have a base contract of 188 to 215 days shall receive two (2) additional paid holidays to include Martin Luther King Day and Memorial Day. Employees who have a base contract of more than 216 days shall receive three (3) additional paid holidays to include Martin Luther King Day, Memorial Day, July 4th, and a fourth on Presidential Election Day.

Contracted Days

Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee. Noncontracted days shall not accumulate.

Annual Leave

Certified administrators employed on a two hundred thirty-five (235) day contract or greater (full-time), and head principals shall be granted annual leave after the first twelve (12) months of full-time employment. Annual leave shall be taken in half or full day increments not to exceed five (5) days in a calendar month. Unless otherwise approved by the Superintendent, annual leave time shall not be taken while school is in session. The effective date of this policy will be July 1, 2007 with the first annual leave days to be awarded based on the contracted days for this school year. Annual leave days awarded shall be prorated based on a partial year of employment.

Annual leave days shall be permitted to carry over and accumulate a maximum of sixty (60) days. 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 salary and shall be considered part of the employee’s annual compensation. In the year an employee is terminated, 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.

Certified administrators and head principals shall be eligible for annual leave as follows:

* Administrators with a minimum of 235 day contracts, and head principals who have been employed continuously by the District as an administrator for one to three (1-3) years are eligible for five (5) days annually.
* Administrators with a minimum of 235 day contracts, and head principals who have been employed continuously by the District as an administrator for four to seven (4-7) years are eligible for ten (10) days annually.

# PERSONNEL 03.122

#  (Continued)

Holidays and Annual Leave

Annual Leave (continued)

* Administrators with a minimum of 235 day contracts, and head principals who have been employed continuously by the District as an administrator for eight (8) or more years are eligible for fifteen (15) days annually.

Definitions

For purposes of this policy, administrators are defined as those employees who must possess an administrator certificate as a prerequisite to performing the duties assigned and other supervisory positions at the Principal level or above, as determined by the Superintendent.

References:

1[KRS 158.070](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/158-00/070.pdf&requesttype=krs)

 [KRS 160.291](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/291.pdf&requesttype=krs)

 [KRS 161.220](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/220.pdf&requesttype=krs)

 [KRS 161.540](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/540.pdf&requesttype=krs)

 [KRS 2.110](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/002-00/110.pdf&requesttype=krs)

 [KRS 2.190](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/002-00/190.pdf&requesttype=krs)

Adopted/Amended: 12/17/2019

Order #: 202063