

-CERTIFIED PERSONNEL-**Holidays**

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 Certified Employees employed for 200 days shall be eligible for one (1) additional holiday for a total of five (5) paid holidays to be specified in the Board calendar. Certified Employees employed for 220 days shall be eligible for two (2) additional holidays for a total of six (6) paid holidays to be specified in the Board calendar. Certified Employees employed for 238⁺ days shall be eligible for four (4) additional holidays for a total of eight (8) paid holidays.

CONTRACTED DAYS

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

ANNUAL LEAVE/CARRY-OVER

A minimum of twenty (20) out-of-calendar days shall be granted to all certified personnel employed on a 240-day contract. All certified personnel employed on a 240-day contract shall be permitted to carry over and accumulate a maximum of twenty (20) days of unused accrued annual leave. No more than five (5) days shall be accrued per school year. The qualifying days will be rolled over into the "Out-of-Calendar/Vacation Days" accrual table. Any leave that is accumulated which exceeded the maximum of twenty (20) days must be used before the end of the school year or be forfeited. Compensation for accrued annual leave shall be made when an employee retires from the District at a rate not to exceed the daily salary rate, exclusive of any overtime wages, calculated from the employee's last annual salary and shall be considered part of the employee's annual compensation.

No more than five (5) out-of-calendar days shall be accrued per fiscal year, with a maximum of twenty (20) days total. Any days above the five (5) per year or twenty (20) maximum will be forfeited at the end of each fiscal year.

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.

REFERENCES:

¹[KRS 158.070](#)
[KRS 2.110](#)
[KRS 2.190](#)

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