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PERSONNEL

-CERTIFIED PERSONNEL-

Holidays and Vacation

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 Personnel employed under a 240-260 day contract shall receive six (6) additional paid holidays for a total of ten (10) paid holidays. The Superintendent shall designate the additional six (6) holidays.

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.

VACATIONS

Certified employees under contract to work 240 days or more during a school year, July 1 through June 30, will be granted ten (10) days of vacation leave. A beginning employee contracted to work in a 240 day or more position, but works fewer days during that year, shall be granted vacation leave prorated based on actual number of days to be worked.

Vacations shall be scheduled in advance with approval from the employee's immediate supervisor. [Complete form 03.122 AP.2 "Vacation Request Form" prior to taking vacation days.](#)

Certified personnel [hired before December 31, 2024](#), who are employed for 240 or more days annually shall be entitled to carry over to the next school year a maximum of forty (40) days of annual leave (vacation), effective July 1 of each school year. 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

[Certified personnel hired with an effective contract date of January 1, 2025 or after, who are employed for 240 or more days annually, shall be eligible for ten \(10\) vacation days per year. Vacation days will not accumulate for certified personnel hired with an effective contract date of January 1, 2025 or after.](#) At the time of separation from District employment (retirement, resignation or termination), employees shall be compensated for ~~accumulated~~, unused vacation days.

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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.

Employees changing from a 240-day or more contract to a contract less than 240 days shall be compensated for accumulated, unused vacation days not to exceed the daily salary rate calculated from the employee's current rate.

REFERENCES:

- ¹KRS 158.070
- KRS 160.291
- KRS 161.220
- KRS 161.540
- KRS 2.110
- KRS 2.190

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03.122

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RELATED PROCEDURE:

03.122 AP.2