

-CERTIFIED PERSONNEL-**Holidays and Vacations**

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-month employees shall also be paid for holidays designated by the Superintendent as falling within the work calendar.

VACATIONS

All full-time, twelve-month employees (those employed 260 days annually) shall accrue vacation leave based upon the number of years employed by the District as follows:

- * Vacation shall be earned on a monthly basis;
- * Vacations days shall be accrued the first of the month following the month in which they were earned;
- * Employees shall not accumulate more than two (2) years vacation at any one time; **unused vacation days expire two years after accrual; expiring vacation days shall not convert to sick days;**
- * Accumulated vacation days shall be scheduled and taken only upon approval of the Superintendent and in no less than one-half (1/2) day increments;
- * If an employee is absent without pay for one-half (1/2) of the month, s/he will not earn vacation for that month;
- * Upon retirement ~~or termination of employment for any reason~~, an employee shall be paid for the accumulated vacation time;
- * **Upon resignation, an employee shall be paid for the vacation time accumulated during the current fiscal year through the last day in the district.**
- * **Reemployment with the district after a break in service will result in a reset to zero for earned vacation days and number of years completed calculations.**

Compensation for accrued vacation leave shall be made at time of retirement **or resignation** 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, vacation leave shall be prorated and accrue on a monthly basis at the rate of 1/10 of the eligible vacation 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.

The following table shows the number of days earned annually:

Number of Years Completed	Number of days of Vacation Leave Earned
0-5	12 days
6-15	18 days
15+	24 days

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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