

-CERTIFIED PERSONNEL-**Holidays and Annual Leave**

Certified employees who work the minimum number of days per year required by law 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 who work 200-239 days will receive six (6) paid holidays and those working 240-260 days will receive nine (9) paid holidays.

Number of Contract Days	Paid Holidays	Holidays Designated
181-185	4	4 Holidays designated by School Calendar Committee
186-199	5	Labor Day Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day
200-239	6	Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day
240	9	Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth

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.

EXCEPTIONS

The Superintendent may require personnel to work on holidays. In this case, the employee shall be granted the holiday on another day.

ANNUAL LEAVE DAYS

Central Office Directors eligible for vacation must be 12-month (240-day) employees and work in a full-time capacity. Certified Director employees shall be eligible for ten (10) of Annual Leave annually.

If a person terminates employment prior to the end of the school year (July 1-June 30), the Annual Leave day(s) will be prorated to cover only the months employed. The employee will be responsible for reimbursing the Board for any used but unearned Annual Leave day(s) based on this policy.

ANNUAL LEAVE RESTRICTIONS

Annual Leave days shall only be used in half or full-day units

ANNUAL LEAVE APPROVAL

Annual Leave days must be approved in advance by the employee's immediate supervisor.

Holidays and Vacations**ACCUMULATION/CARRY-OVER**

Central Office Directors may accumulate up to sixty (60) unused Annual Leave days during the contract (fiscal) year. Unused Annual Leave days in excess of **sixty (60)** days shall be credited to the employee's accumulated sick leave on July 1 of the next contract (fiscal) year. Upon retirement, or when the employee terminates employment, he/she shall be compensated for all accumulated Annual Leave day(s) to a maximum of sixty(60) days. Annual Leave day(s) shall accrue only when an employee is working or on authorized leave with pay.

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.

POLICY TO TAKE EFFECT ON 07/01/2024

REFERENCES:

¹[KRS 158.070](#)
[KRS 160.291](#)
[KRS 161.220](#)
[KRS 161.540](#)
[KRS 2.110](#)
[KRS 2.190](#)

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