

CHAPTER: PERSONNEL
TITLE: ANNUAL LEAVE

All twelve month (240 day) employees are entitled to **Out of Contract** leave as outlined below:

1. There are 21 Out of Contract days assigned each year. **These days Do Not Accrue**
2. Out of Contract leave must be arranged so that the operation of schools is not adversely affected. **Leave requiring substitutes will not be approved, unless prior permission is granted by the Superintendent of Schools.**
3. Holidays are not chargeable to annual leave.
4. Out of Contract leave may be taken in no less than one-half day segments and may not accrue.
5. Out of Contract leave may be taken before it is earned. However, any employee using un-accrued Out of Contract leave and subsequently leaving employment shall be required to reimburse the Board for the salary or wage paid for such un-accrued leave.
6. Out of Contract leave requests shall be routed through the immediate supervisor to the superintendent.
7. Employees who were hired during the former 240 day contract terms, which was amended on 4/20/99, will be grandfathered under that policy terms.

REFERENCES: CCBOE
ADOPTION DATE: 11/21/92
AMENDED DATE: 04/20/99, 04/13/15
REVIEW DATE: 12/10/12