

**CHAPTER: PERSONNEL**  
**TITLE: ANNUAL LEAVE**

All twelve month (240 day) employees are entitled to annual leave as outlined below:

1. Annual leave is accrued at the rate of 2.25 days per month with an additional day of annual leave for each five years of experience within the field of education.
2. Annual leave must be arranged so that the operation of schools is not adversely affected. Consequently, leave requiring the use of substitutes is discouraged.
3. Holidays are not chargeable to annual leave.
4. Annual leave may be taken in no less than one-half day segments and may not accrue beyond 40 days unless approved by the superintendent.
5. Annual leave may be taken before it is earned. However, any employee using un-accrued annual leave and subsequently leaving employment shall be required to reimburse the Board for the salary or wage paid for such un-accrued leave.
6. Annual leave requests shall be routed through the immediate supervisor to the superintendent.

Annual leave by employees in their last year of employment prior to retirement shall be approved by the superintendent at the beginning of the final year of employment.

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