

Leaves and Absences

ADMINISTRATIVE PROCEDURE

GARH - ANNUAL LEAVE

12 Month (240-day) Employees

January 2008

Annual leave is granted only to 12-month, annual (240-day) employees; annual salary is calculated by multiplying the daily rate by 240 days. The calendar designates 240 scheduled workdays and scheduled unpaid holidays for 12-month employees. Effective July 1, 2008, each 12-month employee with 0-5 years of FCS service is expected to select, request approval, and take up to 15 of these 240 days as annual leave or "elective holidays", thus making the total number of days worked 225. Each 240-day employee with 5+ years of FCS service, is expected to select, request approval and take up to 20 of these days per fiscal year, thus reducing the total number of days worked to 220. Leave may be taken provided the absence is not essential for effective school district operation and if prior approval (5 days before leave is to be taken) is obtained from the supervisor and the superintendent or his or her authorized representative. Individuals may carry over up to but not more than five (5) unused days of annual leave from a prior year into the next fiscal year, but these days must be used by December 31 of that next year. After annual leave has been posted through December 31, any balance of prior-year carryover leave will be forfeited. Supervisors are required to ensure that FLSA non-exempt supervisees: 1) schedule and take annual leave in order that all prior-year carryover days are used prior to January 1 of any fiscal year, and 2) that no more than 5 annual leave days remain on June 30 of any fiscal year. An employee is not eligible to receive any form of compensation for unused annual leave days. Effective July 1, 2008, if employment ends during a fiscal year for employees with 0-5 years of FCS service, the final payout is computed for all workdays completed, earned sick/personal days taken, and current year earned annual leave days taken up to the first five days, minus annual leave days taken from annual leave days 6-15 allotted for the current fiscal year. Effective July 1, 2008, if employment ends during a fiscal year for employees with 5+ years of FCS service, the final payout is computed for all workdays completed, earned sick/personal days taken, and current year annual leave days taken up to the first 10 days, minus annual leave days taken from annual leave days 11-20 allotted for the current fiscal year. If "carryover" annual leave from a prior fiscal year was taken during the current year, these days are not subtracted from the final pay out for any employee.

EXAMPLES:

A 12-month, 240-day employee with 0-5 years of FCS service, may have a maximum of 5 days of annual leave on June 30; a maximum of 20 days on July 1, and a maximum of 15 days on January 1.

A 12-month, 240-day employee with 5+ years of FCS service, may have a maximum of 5 days of annual leave on June 30; a maximum of 25 days on July 1; and a maximum of 20 days on January 1.