

CHAPTER 6.00 – HUMAN RESOURCES

VACATION LEAVE

6.70.2

- I. After one year of working for the Board, each twelve (12) month employee shall thereafter begin accruing one (1) day vacation leave per month up to a maximum of ten (10) days vacation leave per twelve (12) months worked.
- II. New twelve (12) month employees must work for one (1) full year before any vacation leave is earned.
- III. Vacation leave shall be cumulative, with a cumulative maximum of thirty (30) days to be carried forward on July 1 for each twelve (12) month employee. Vacation leave taken in excess of five (5) consecutive days must be approved by the Superintendent thirty (30) days prior to beginning of such leave.
- IV. For purposes of determining earned leave for a month of employment, an individual is considered employed for a month if the number of work days equals or exceeds eleven (11) days.
- V. The Board will not pay for any unused vacation leave days nor allow any days past the maximum accumulation of thirty (30) days for any twelve (12) month employee.
- VI. Notwithstanding the foregoing, the Board may, upon recommendation of the Superintendent, pay up to fifteen (15) days for unused vacation leave days upon a twelve (12) month employee's official retirement from the Dale County School System. Payment will be at the daily rate of employee's position at the time of retirement.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-1-30, 16-8-25, 16-8-26**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: Dec 16, 2008
REVISION DATE(S): _____
FORMERLY: _____**