

CUMBERLAND COUNTY BOARD OF EDUCATION

CENTRAL OFFICE

EMPLOYEE LEAVE REPORT

Number Vacation Days Taken _____

Vacation leave requests **must** be submitted, to the supervisor, five(5) or more days prior to the leave start date, except in emergencies. Sick leave requests **must** be submitted as soon as possible after returning to work. Completed leave reports are submitted to the County Payroll Department according to announced deadlines.

NAME OF EMPLOYEE _____ **DEPARTMENT** _____

LEAVE DATE(S) _____
(Please list all dates within a pay period on one form)

SIGNATURE OF EMPLOYEE _____ **Date** _____

SIGNATURE OF PRINCIPAL/SUPERVISOR _____ **Date** _____

Both licensed and non-licensed 12 month employees hired since August 1996 receive 7 vacation and 12 sick days per year. Vacation leave is increased by 5 days per year at the 2nd, 4th, and 7th year of employment, to a maximum of 20 days. All sick days and 5 vacation days may be carried over. Non-12 month employees receive a prorated allocation of leave days, but have the same carry over limitations.

All vacation leave, excluding the 5 days that may be carried over, need to be used by **June 30th**.

A signed leave form **must be** submitted for each day an employee is on leave, even when all leave has been exhausted. When all leave is exhausted the employees pay will be docked.