

## VACATION LEAVE

LWCS BP# 2021-005

### TITLE: Vacation Leave

### POLICY:

Lake Wales Charter Schools (LWCS) employees who are employed in twelve (12) month positions earn paid vacation leave.

#### A. Accrual

Vacation leave with pay is accrued by eligible employee at the rate of the employee's current daily rate of pay.

#### Years of Service

Vacation leave for twelve (12) month personnel is established by the employee's continuous and creditable years of service in the LWCS. For the earning of vacation leave this policy will not be retroactive.

1. zero (0) to five (5) years of service – thirteen (13) days per year
2. over five (5) years to ten (10) years of service – sixteen and one-quarter (16 1/4) days per year
3. over ten (10) years of service – nineteen and one half (19 1/2) days per year

Vacation leave will be credited each pay period month.

An instructional staff member who is in an active pay status shall earn vacation leave for each month in which s/he received pay for more than half the number of workdays in the month.

Vacation leave shall not accrue during any leave of absence; however, any accumulated vacation on record at the time of the granting of leave will remain on the records for future use by, or payment to the employee.

Unused vacation leave may be accrued; however, employees may carry forward no more than 400 hours of vacation to the next school year from June 30th each year. The excess will rollover as sick time.

#### Previous Service Credit

Those employees accepting a full-time twelve (12) month position with previous service with the LWCS in a ten (10) month or eleven (11) month position shall be granted vacation credit for the years of previous service.

#### B. Use

Vacation leave can be taken only with the prior approval of the supervising administrator. Use of vacation leave shall not be approved before the time it is earned. Vacation leave shall be used in hourly increments.

Vacation leave may be used for purposes other than vacation. It is at the employee's discretion

to use vacation leave in lieu of sick leave, to work elsewhere, or for other purposes.

C. Terminal Pay

When an eligible employee is released or resigns, transfers out of a vacation-earning position, or enters the Florida Retirement System DROP Program, s/he, or the employee's beneficiary or estate at the employee's death, or as otherwise provided by law, will be paid for vacation time accumulated through the end of the last full month worked, not including the last partial month worked. For vacation leave accrued after July 1, 2021, terminal pay may not exceed a maximum of fifty (50) days of actual payment.

SPECIFIC AUTHORITY: F.S. 1011.60(3), F.S. 1012.22(2), F.S. 1012.65

ADOPTED: 6/21/21