

CHAPTER 6.00 – HUMAN RESOURCES

VACATION LEAVE

6.70.2

Vacation days may only be earned by 12-month employees.

1. Full-time 12-month employees within the Alexander City School System, shall be allocated vacation leave as follows:

| | |
|---------------------------------|------------------------------|
| Year 1 – completion of year 10 | .833 days per month/10 days |
| Year 11 – completion of year 20 | 1.249 days per month/15 days |
| Year 21 forward | 1.665 days per month/20 days |

2. Only consecutive service with Alexander City Schools will be considered in establishing length of service for purposes of determining vacation benefits.
3. Vacation will be accrued from July 1 – June 30.
4. An employee may carry over 10 days of vacation into the next year. At no time shall the employee's account balance of vacation days be more than their annual accrual plus 10 days.
5. An employee will have the option to receive payment for up to 5 accrued vacation days each year. Payment requests must be turned in to the bookkeepers and submitted to the central office with the June payroll.
6. At the beginning of July, if an employee's vacation balance exceeds the accumulated limit he/she will lose the difference, unless specific authorization is given by the Superintendent.
7. Vacation leave days may be used at any time throughout the school year with the approval of the employee's immediate supervisor or the Superintendent with the understanding that the efficient operation of the School System must be a priority.
8. Any vacation in excess of 10 consecutive working days must be approved by the Superintendent.
9. No payment will be made for any vacation leave that is unused as of the employee's date of resignation or termination.

REFERENCE(S):

CODE OF ALABAMA

16-1-18.1, 16-12-21

HISTORY:

ADOPTED: October 26, 2021