



Book Policy Manual
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1430.06 - **VACATION LEAVE**

Administrators who are employed in twelve (12) month positions earn paid vacation leave.

A. Accrual

Vacation leave with pay is accrued by eligible administrators as follows:

1. An employee with less than six (6) years of service with the School Board at the rate of one (1) day per month cumulative to twelve (12) days per year.
2. An employee with six (6) years or more of service with the Board at the rate of one and one-fourth (1 1/4) days per month cumulative to fifteen (15) days per year.
3. An employee with eleven (11) or more years of service with the Board at the rate of one and one-half (1 1/2) days per month cumulative to eighteen (18) days per year.

Administrators who fill established twelve (12) month positions on a part-time basis shall earn vacation leave in direct proportion to the time actually worked.

Vacation leave will be credited the last day of each month.

An administrator 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.

An administrator who is on leave without pay during a calendar month shall earn vacation leave for that month if s/he has worked more than half the number of work days that month.

Unused vacation leave may be accrued; however, not more than thirty (30) days may be carried forward from June 30 each year.

B. Transfer

Vacation leave that is accrued at other government agencies cannot be transferred to the School Board for credit.

C. 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 increments of no less than 1/2 hour full-day or half-hour increments.

If an administrator has not accrued a sufficient number of vacation days when scheduled vacation must be taken, the administrator will take leave without pay. Administrators may be required to encumber enough vacation days to cover scheduled vacation.

Vacation leave shall be scheduled in the workplace to permit minimum disruption of the operation of the school system.

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.

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