



Book Policy Manual  
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Adopted June 21, 2022

#### 4430.06 - **VACATION LEAVE**

Support staff members who are employed in twelve (12) month positions earn paid vacation leave.

##### A. Accrual

1. An employee with less than six (6) years of service with the Jackson County 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 Jackson County School 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 Jackson County School Board at the rate of one and one-half (1-1/2) days per month cumulative to eighteen (18) days per year.

Support staff members 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.

A support 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 work days in the month.

A support staff member 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 December 31st each year.

##### B. Use

Vacation leave can be taken only with the prior approval of the supervising administrator. Use of vacation leave shall not be approved for use before the time it is earned. Vacation leave may be granted in full day or half-hour increments.

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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