

6.70.2 - Vacation Leave

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Vacation days may only be earned by 12-month employees, and may not be carried over from calendar year to calendar year.

1. Full-time employees, who have worked twelve (12) months or more within the Alexander City School System, shall be allocated vacation leave as follows:

For 1 to 14 years of employment	10 days of vacation leave
For 15 to 24 years of employment	15 days of vacation leave
For 25 or more years of employment	20 days of vacation leave

2. Full-time employees with less than twelve (12) months of employment with the Alexander City School System shall be allocated vacation leave based on his/her hire date as follows:

January 1 through March 31	7 days of vacation leave
April 1 through June 30	5 days of vacation leave
July 1 through September 30	2 days of vacation leave
October 1 through December 31	0 days of vacation leave

Vacation leave days may be used at any time throughout the school year with the approval of the employee's immediate supervisor and the Superintendent with the understanding that the efficient operation of the School System must be a priority.

All vacation days must be used prior to effective resignation date. The School System shall not make cash payments for unused vacation days.

REFERENCE(S):

CODE OF ALABAMA

16-1-18.1, 16-12-21

HISTORY:

ADOPTED: MARCH 19, 1974

REVISED: JUNE 12, 1996; APRIL 11, 2006; JULY 13, 2010

FORMERLY: GALBJ