

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Annual Vacation Leave	730
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Employees shall be granted any leave in accordance with personnel policies adopted by the State Board of Education and the Caswell County Board of Public Education. If a reduction in force occurs during the time of any approved leave of absence, the employee will be considered in active status for purposes of the reduction in force.

All certified instructional personnel, whose absence requires a substitute, cannot take vacation leave when students are scheduled to be in attendance. When vacation leave is granted to instructional personnel who do not require a substitute, the following shall apply:

- A. The primary consideration in deciding whether to grant vacation leave shall be the continuity of the instructional program and school operation. Leave shall be granted in such a manner to ensure the least amount of interruption.
- B. The school Principal shall be responsible for granting vacation leave:
- C. Within any given year, instructional personnel who do not require a substitute may be granted a maximum of five (5) vacation days when students are in attendance. Such days shall not be cumulative.

Full-time or part-time permanent employees who are working or are on paid leave for one-half of the calendar days in a month shall earn annual vacation days. Annual vacation leave is based on length of total state service in North Carolina.

Ten (10) annual vacation leave days, the minimum number of days an employee can earn, shall be scheduled within the calendar(s) of employment for ten-month employees. The Board, each year, also may designate specific scheduled teacher workdays for required attendance. Such designations, however, will not restrict the opportunity for any employee to take his annual leave earned that calendar year.

Annual leave may be accumulated without any applicable maximum until June 30 of each year. On June 30, any employee with more than thirty (30) days annual leave shall have the excess credited to sick leave balance so that only thirty (30) days are carried forward to July 1.

Upon separation from service (resignation, retirement, death, dismissal, reduction-in-force) an employee shall be paid in a lump sum for accumulated annual vacation leave not to exceed a maximum of thirty (30) workdays.

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An employee who transfers to another local education agency shall have unused leave transferred to that agency. Unused leave may also be transferred to a local Mental Health, Public Health, Social Services or Emergency Management Agency, if that agency is willing to accept the leave; otherwise, the employee leaving the School System will be paid in a lump sum for accumulated leave not to exceed thirty (30) workdays.

Non-Teaching Principals

1. All Principals shall take annual leave on those days so designated in the calendar approved by the Board each year during the 180 instructional days for students. Deviations may be granted upon written request with the prior approval of the Superintendent.

2. As a rule, other accrued annual leave time shall be taken during the summer months. When necessary, however, such leave may be taken during the regular school term under the following conditions:
 - a. Written requests are submitted to the Superintendent at least five (5) days in advance. Emergencies will be dealt with on an individual basis.

 - b. Only full or half-days may be requested and approved.

 - c. The days immediately prior to and immediately following holidays and scheduled vacation days are not available for use as annual leave days.

 - d. All requests will be dealt with by the Superintendent of Schools.

3. In all instances, the Principal's personal circumstances, the needs of the school and the child, and the welfare of teachers shall be considered in the granting of annual leave.