

CHAPTER 6.00 – HUMAN RESOURCES

VACATION LEAVE

6.70.2*

- I. Employees on a twelve (12) month contract shall earn annual vacation leave.
- II. Vacation leave may be earned as approved by the Board up to ten (10) per fiscal year.
- III. Vacation leave may be granted by the Superintendent upon the written request of the employee and with prior approval of the employee's administrative supervisor. Vacation leave shall be scheduled so that there will be minimal disruption of the school system.
- IV. Any twelve (12) month staff member employed on a part-time basis (20 hours per week or less) shall earn annual leave credit proportionate to the time worked.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-1-30, 16-8-25, 16-8-26**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: October 18, 2006
REVISION DATE(S): _____
FORMERLY: CGPH, GBRI, GBRK, GCRG**