

CHAPTER 6.00 – HUMAN RESOURCES

VACATION LEAVE

6.70.2

- I. Henry County School System employees on a twelve (12) month contract shall earn ten (10) days annual vacation leave per year after the first year of employment.
- II. Vacation leave accrued as of July 31 each year cannot exceed twenty (20) days. Employees have the option to be paid for five (5) vacation days at their daily rate of pay.
- III. Vacation leave may be granted by the Superintendent or his/her designee upon the 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 Henry County School System staff member employed on a part-time basis (20 hours per week or less) shall earn annual leave credit proportionate to the time worked.

REFERENCES:

**CODE OF ALABAMA
16-8-8, 16-1-18.1**

HISTORY:

**ADOPTED: OCTOBER 11, 2007
REVISED: JULY 18, 2013; _____
FORMERLY: 6.70.2**