

Hardin County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Annual Leave and Holidays	Descriptor Code: 5.310	Issued Date: 05/14/12
		Rescinds: 5.310	Issued: 04/07/08

1 **ANNUAL LEAVE**

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3 Eligible employees, defined as full time (12 month) support personnel and system wide professional
4 personnel shall earn one (1) day of annual leave per calendar month of employment.

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6 Effective July 1, 2012, the maximum number of accumulated annual leave days that may be carried over
7 to a new fiscal year will be limited to twenty (20) days or the accumulated annual leave reserve of an
8 employee determined as of June 30, 2012. Any full time (12 month) system wide personnel who have
9 accumulated annual leave days earned prior to July 1, 2012, shall not lose credit for those days. Any
10 annual leave days in excess of twenty (20) days or accumulated annual leave reserve of an employee
11 determined as of June 30, 2012 will be forfeited.

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13 The requested time and duration of the leave must be approved by the Director of Schools or the Direc-
14 tor's designee. Leave requests will be honored to the extent possible provided that the employees absence
15 will not create an undue hardship on the school system.

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17 No employee may give or loan annual leave time to another employee.

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19 Upon leaving employment with the Hardin County Board of Education, with the exception of termi-
20 nation with cause, the eligible employee will be compensated at his/her rate of pay calculated as the
21 average daily pay for the final five (5) years of employment in the Hardin County School System for
22 unused annual leave. Eligible employees who have worked less than five (5) years in the Hardin County
23 School System shall be compensated at their rate of pay calculated as the daily pay for the total years
24 of employment in the Hardin County School System.

25
26 **HOLIDAYS**

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28 Full time (12 month) support personnel and system wide professionals, if on active payroll at the time,
29 shall be entitled to the following holidays: New Year's day, Martin Luther King day, President's day,
30 Good Friday, Memorial day, July 4th, Labor day, Thanksgiving (2 days), and December 25.

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32 Equivalent days, or other days as approved by the Director of Schools, may be taken when these days
33 fall on the weekends or school is in session.

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35 Annual leave days being used should NOT exceed twenty (20) days per school year. Exceptions may
36 be granted due to extreme circumstances with the approval from the Director of Schools.

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