

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Work Year for Twelve Month Employees	Descriptor Code: 5.310	Issued Date: 07/19/04
		Rescinds: 5.310	Issued: 09/14/98

1 In accordance with law and in keeping with administrative practice, the Franklin Special School District
2 Board of Education hereby establishes as policy the work year for twelve month employees. Work
3 schedules for teachers, teachers on an extended contract and all others employed less than twelve months
4 are governed by the Board approved school calendar, State rules and regulations and conditions of
5 employment.

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7 The work year for twelve month employees is predicated on on the fiscal calendar with 12 vacation days
8 and 10 holidays. Five (5) days of in-service training are required of all certified employees, some of which
9 are built into the school calendar. The remaining days of in-service and the required undesignated
10 administrative days shall be considered a part of the work schedule of the twelve month certified
11 employee. Two personal leave days are granted to all full time employees.

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13 School offices will be closed in observance of the following designated breaks.

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15 Summer Break (week of July 4th)

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17 Winter Break (seven (7) days plus legal holidays)

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19 Spring Break (week as designated by school calendar)

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21 Additional designated holidays will be observed as approved in the school calendar.

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23 Certified and exempt classified staff are considered exempt employees and as such are not entitled to
24 overtime or compensatory time for hours worked within a pay period beyond those set by the Board. In
25 cases where work is done on scheduled holidays or calendar break time, the employee may trade time for
26 time within the fiscal year; however, he/she must maintain a log of such exchange of time.

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28 Non-exempt classified employees are governed by the Fair Labor Standard Act which requires pay or
29 compensatory time for hours worked within a pay period beyond those established for the position. If the
30 time worked exceeds forty (40) hours during the week, the hours worked beyond that point must be paid
31 at time and a half (1 1/2) or compensatory time provided in like manner.

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33 Work required of non-exempt employees during holiday or calendar break time will be treated like
34 extended contract for certified staff and compensated for at the usual rate of pay or regular compensatory
35 time.

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37 Non-exempt employees must maintain time sheets which reflect time worked. These are to be signed by
38 the employee and his/her immediate supervisor and forwarded to the bookkeeping department for pay
39 purposes.

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1 All extra work or modifications to work schedules performed by non-exempt employees must be
2 approved by the immediate supervisor in advance. In cases where overtime pay is expected, the
3 director of schools or his designee must give written prior approval. Under emergency circumstances,
4 such written approval will be recorded as soon as practicable.
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6 Unused vacation time earned during a fiscal year may be carried over, but must be taken before
7 September 1st of the ensuing fiscal year. Exceptions will be considered on a case by case basis by the
8 director of schools.
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10 Unused personal leave days will convert to sick leave at the end of the fiscal year.
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