

Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

**Policy Statement #6090 (Personnel) of the Board of Education  
Regarding Payment for Accrued Annual Leave at Separation of Employment**

- I. Purpose
  - A. To ensure the payment of accumulated annual leave at an employee's separation of employment
- II. Definition
  - A. Annual leave – paid leave which is accrued according to the negotiated agreement for the employee
- III. Policy Statement
  - A. The Board of Education recognizes the importance of compensating employees for accrued annual leave when their employment with Calvert County Public Schools ends. Such employees are entitled to earn per diem rate of pay for accrued annual leave not to exceed the maximum number of days specified by the corresponding negotiated agreement.
- IV. Delegation of Authority
  - A. The Superintendent of Schools is directed to develop administrative procedures to implement this policy in accordance with all local policies, local, state and federal laws and regulations, and negotiated employee agreements and to communicate this policy and accompanying procedures to all relevant parties.
- V. Exceptions
  - A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state and federal laws and regulations or the rules, regulations of the Maryland State Board of Education and the Maryland State Department of Education, and the negotiated employee agreements.
- VI. Review
  - A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.
- VII. Effective Date
  - A. This policy is effective October 10, 2024.

Citations

State Law:

Personnel #6090

Originally Adopted: 9/12/74

Revised: 7/13/06; 7/9/09; 7/12/12; 8/11/16; 9/10/20; 10/10/24

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State Reg.:

Federal Law:

Adm. Reg.:

Neg. Agr.: Agreement between the Board of Education of Calvert County and the Calvert Association  
of Supervisors and Administrators

Agreement between the Calvert Association of Educational Support Staff and the Board of  
Education of Calvert County

Agreement between the Calvert Education Association and the Board of Education of Calvert  
County

Other Citation:

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