

SUPERINTENDENT'S REGULATION 5-7.6 (B)**ANNUAL LEAVE**

Earned annual leave may be taken any time during a contract year if workload permits, and with the authorization of the designated supervisor. The maximum accumulated annual leave shall not exceed 30 days. Upon retirement the employee may elect to have a portion of or entire payment for unused annual leave paid as monthly premiums towards any insurance being provided by Poquoson City Schools through payroll deduction. Such payments may be terminated at any time upon written request of the employee or survivor at least 30 days in advance of the stated termination date. Upon termination of the payment of premiums any remaining balance of payment for unused annual leave will be paid in lump sum to the employee or survivor within 30 days. No interest shall accrue to funds being paid as monthly premiums. All twelve-month employees shall be expected to work during school holidays except on those days designated on the official school calendar as office holidays. Persons absent from work on workdays other than holidays shall be charged with annual leave for those days.