



Montgomery County
Public Schools

**MONTGOMERY COUNTY
PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT
REQUEST FOR ANNUAL LEAVE**

750 Imperial Street, SE
Christiansburg, VA 24073
540.382.5100 (T)
540.394.4446 (F)

INSTRUCTIONS: Sections I and II to be completed prior to requested leave date except in the event of an emergency.

Section I (To be completed by person requesting leave)

NAME _____ DATE _____

POSITION _____ LOCATION _____

Leave to begin: _____ date Return to duty: _____ date

List of dates of each workday leave will involve:

Total Annual Leave Days Requested: _____

Signature of Employee: _____ Date: _____

Section II (To be completed by immediate supervisor and maintained in files at each location)

Date application received: _____

The above application for annual leave is: APPROVED _____ DISAPPROVED _____

Comments: _____

Signature of approving official: _____ Date: _____

NOTE: Annual leave information is available on check stubs, direct deposit transmittal forms, and on leave reports located in schools or other sites. See Policy 5-7.5 (following) for further information.

Policy : 5-7.5 (excerpt)

ANNUAL LEAVE

Ten- (10) and eleven- (11) month professional staff employees of the Montgomery County School Board are not granted annual leave. Ten (10) and eleven (11) month support staff employees are not granted annual leave unless approved by the School Board as part of the compensation package.

Annual leave for vacation and other personal reasons is granted to a twelve (12) month full-time salaried employee who is eligible for the Virginia Retirement System. Leave for twelve (12) month employees shall be earned according to the following schedule:

1. One (1) day of annual leave is earned for each completed calendar month (or more than one-half (1/2) of the workdays of a month) for the first five (5) years of continuous service as an employee of the Montgomery County School Board.
2. One and one-fourth (1 ¼) days of annual leave are earned for each completed calendar month (or more than one-half (1/2) of the workdays of a month) by personnel having over five (5) and up to ten (10) years of continuous service as an employee of the Montgomery County School Board.
3. One and one-half (1 ½) days of annual leave are earned for each completed calendar month (or more than one-half (1/2) of the workdays in a month) by personnel having over ten (10) years of continuous service as an employee of the Montgomery County School Board.

An employee transferring from another school system in Virginia may earn the appropriate increment of annual leave according to their years of experience. Annual leave must be earned before it can be taken. A designated member of the division superintendent's staff will record earnings and use of annual leave for each employee on the last workday of each calendar month.

An employee will make a written application to his/her immediate supervisor, and annual leave will be scheduled and approved prior to the beginning of leave for an individual. Annual leave cannot be taken in less than one-half (1/2) day increments.

Annual leave earned by an eligible employee may be accumulated to the following year if it is not used, but not beyond that year. (Not more than two (2) years' accumulation may be credited to any employee). All employees terminating employment will receive a lump sum payment for earned, accumulated, unused annual leave days up to a maximum of thirty-six (36) days.

Adopted: April 2004
Revised: August 2004