

**LYON COUNTY SCHOOL DISTRICT
BOARD POLICY**

GBCH

*ACCUMULATION AND PAYMENT OF UNUSED PAID LEAVE FOR 12-MONTH
LICENSED EMPLOYEES*

Annual leave is paid leave granted to eligible 12-month licensed administrative employees not otherwise covered by collective bargaining agreements.

The provision for annual leave shall apply to those employees whose duties and assigned responsibilities are of a twelve (12) month duration.

Method of Computing Annual Leave: 12-month licensed employees on the administrative salary schedule earn 1.833 days of annual leave for each month of service.

Accumulation of Annual Leave: 12-month licensed employees may carry over 10 days of annual leave per year up to and including a maximum of 60 days.

Disposition of Accumulated Annual Leave at Termination of Service: at termination of service, a 12-month licensed employee shall be compensated for all accrued annual leave up to 60 days at his/her daily rate.

Policy #GBCH
Adopted 10/12/10