

**VACATION LEAVE/HOLIDAYS FOR CERTIFIED
AND NONCERTIFIED PERSONNEL**

Twelve Month Personnel

All twelve (12) month employees earn ten (10) days vacation per year, with accounting of days based on July 1 - June 30 dates. Vacation days are earned by the month and may not be carried over from one year to the next without the approval of the superintendent. Vacation days are provided at the beginning of an employee's contract year. Upon termination employees will reimburse the school system for any days taken which have not yet been earned.

Principals and Assistant Principals

Vacation days for full-time, twelve-month assistant principals may be taken upon the approval of their respective principal, with such leave to be taken when school is not in session the summer months of June, July, and August. However, such leave may be taken at other times during the year based on unusual circumstances and approval of principal and the Superintendent. Twelve month principals shall be accorded the same vacation leave options based on the approval of the Superintendent. No certificated employee shall be granted permission to take his/her vacation leave on Institute Day.

Teaching Personnel

Vacation days for full-time, twelve-month teaching personnel will be taken when school is not in session based upon the approval of their respective principal and of the Superintendent.

Non-Teaching Personnel

Vacation leave for full-time, twelve-month non-teaching personnel may be taken upon the approval of respective immediate supervisors and of the Superintendent.

Pay for Unused Vacation Days

All vacation days must be used prior to an effective resignation date. The School System shall not make cash payments for unused vacation days.

Notwithstanding the foregoing, in the event that a twelve (12) month employee has submitted his/her resignation and seeks to use his/her earned vacation days prior to the effective date of such resignation, then the board of education (upon the superintendent's recommendation) and the employee may agree that the employee will not use one or more of such vacation days but will instead forego one or more of such earned vacation days in exchange for payment at the employee's normal, daily pay rate. Prior to entering into such agreement, the board of education must find that the agreement satisfies an important school business need, such as, for example, ensuring an effective transition between the resigning employee and his/her temporary or permanent replacement.

Employment with the School System

Employees may not use vacation days for supplemental employment with the school system for additional pay above the regular contracted salary.

Holidays

Holidays for the School System are defined in the annual school calendar. Twelve (12) month personnel shall be considered “on-call” and/or assigned duties during school holidays which occur during the regular school year in order to accomplish maintenance, custodial and educational related tasks that cannot be accomplished while schools are in sessions.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: Dec. 11, 1989; Revised: February 22, 1996; Revised: July 30, 1998; Revised: June 5, 2008;
Revised: May 26, 2016 , REVISED June 9, 2021, REVISED June 8, 2023

LEGAL REF.: The Code of Alabama, 16-12-3, 16-11-9, 16-1-18.1.