

VACATION LEAVE/HOLIDAYS FOR NONCERTIFIED PERSONNEL

Vacation Days

Twelve Month Personnel

Only twelve (12) month personnel earn vacation days. All noncertified personnel who are employed on a twelve (12) month basis may earn up to ten (10) days vacation per year, with accounting of days based on July 1 thru 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 employees contract year. Upon termination, employees will reimburse the school system for any days taken which have not been earned.

Timing of Vacations

Vacation leave for full-time, twelve-month noncertified personnel may be taken upon the approval of the immediate supervisor and of the Superintendent. Generally, vacation leave shall be scheduled during times when schools are not in session.

Pay for Unused Vacation Days Prohibited

All vacation days must be used prior to an effective resignation date. The school system will not make cash payments for unused vacation days under any circumstances.

Employees may not take vacation leave in increments of less than one full day.

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 session.

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.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: Dec. 11, 1989; Revised: February 22, 1996; Revised:

July 30, 1998; Revised: June 5, 2008

LEGAL REF.: The Code of Alabama, 16-11-18, 16-12-3, 16-12-10.