

- I. Personnel who are employed on a twelve (12) month contract shall accrue annual leave, exclusive of holidays, with compensation as follows:
 - A. Ten (10) hours per month cumulative to two hundred forty (240) hours for five (5) years or less of continuous service in the District.
 - B. Twelve (12) hours per month cumulative to three hundred (300) hours for beginning in year six (6) through (10) years of continuous service in the District.
 - C. Fourteen (14) hours per month cumulative to three hundred sixty (360) hours beginning in year eleven (11) through fifteen (15) years of continuous service in the District.
 - D. Sixteen (16) hours per month cumulative to four hundred eighty (480) hours beginning in year sixteen (16) years of continuous service and every year thereafter, in the District.

The term "continuous" as used herein shall mean an employee who has rendered uninterrupted service to the School Board in a twelve (12) month position or job. Provided, however, individuals who previously rendered full-time continuous service in a ten (10) or eleven (11) month contractual position shall be considered as having continuous service when determining creditable service for annual leave.

- II. Annual leave may be granted by the Superintendent upon the written application of the employee and with prior approval of the employee's immediate supervisor. Annual leave shall be scheduled for minimum disruption of the school program.
- III. Annual leave shall accrue at the close of each month and shall not exceed number of hours as outlined in (1) (A-D) above. At the beginning of each fiscal year (July 1), any hours in excess of the allowable number shall be forfeited.
- IV. Only full-time employees shall be eligible to accrue annual leave.
- V. Annual leave shall not be granted until the employee has rendered at least ninety (90) days of acceptable service in the District.
- VI. Annual leave shall not be taken for less than one-quarter (1/4) day.

- VII. Accrued annual leave may be used in lieu of other types of leave with the Superintendent's approval.
- VIII. Employees scheduled to be on duty during the Christmas holiday period may use accumulated annual leave for days other than the legal holidays as determined by the school calendar each year.

STATUTORY AUTHORITY: 1001 .41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.22, 1012.62, 1012.66, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.082

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