

## PROFESSIONAL STAFF VACATION AND HOLIDAYS

1. All administrators, secretarial, clerical, and custodial workers are entitled to the following annual leave:
  - a. Employees listed above with less than four years service in the Indian River School District shall accumulate annual leave at the rate of 1-1/4 days for each month of service.
  - b. Employees listed above who have completed four years of service in the Indian River School District shall accumulate annual leave at the rate of 1-3/4 days for each month of service.
2. Annual leave days are scheduled upon approval of the immediate supervisor.
3. Leave days accrued at another state agency or school district may not be transferred to the Indian River School District.
4. Upon leaving district service via resignation, employees shall be paid for accrued vacation days per state regulation. Upon leaving the district via retirement, employees shall be paid for accrued vacation and a portion of sick days per state regulation.
5. Annual leave accumulated may not exceed 42 days. If at the end of a fiscal year more than 42 days has accumulated, it shall be adjusted to 42 days.

Adopted 2/27/89  
Revised 5/19/15  
Reviewed 7/20/20, 12/9/24