

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy #6090 (Personnel) of the Board of Education
Regarding Payment for Accrued Annual Leave at Separation of Employment**

I. Process

- A. Calvert County Public Schools shall be responsible for issuance of payment for accrued annual leave at separation of employment.

II. Guidelines

- A. Upon separation of employment, an employee who has accrued annual leave shall be paid up to the maximum number of days as specified by his/her negotiated agreement for unused annual leave.
- B. The Department of Finance, upon receipt of proper notification of separation of employment from the Department of Human Resources and following the actual date of separation, will issue the aforementioned payment for accrued annual leave to the former employee.