

## ANNUAL LEAVE: TWELVE MONTH EMPLOYEES

## A. Scale

Twelve-month employees earn annual leave from July 1 through June 30 as follows:

Employment Years	Days Per Month	Days Per Year
0-10	1.17	14
11-15	1.67	20
16 or more	1.92	23

Effective with the month following the anniversary of the employee's employment date and the completion of 10 years of service, twelve-month employees begin earning 20 days of annual leave. Similarly, completion of 15 years of service twelve-month employees begin earning 23 days of annual leave. For example, an employee who completes 15 years of service on November 10 will begin earning 23 days of annual leave December 1 of that year.

## B. Transfer of Employment Years

Employment years prior to consolidation with the Alleghany County Public Schools, Covington City Public Schools and Jackson River Technical Center shall be honored. Twelve-month personnel may transfer employment years accumulated in other public school divisions up to a maximum of fifteen (15) years. It will be the responsibility of the employee to initiate the transfer of accumulated employment years.

## C. Accumulated Annual Leave

Twelve-month employees may carry over no more than 12 annual leave days from one fiscal year to another. After June 30, the employee will transfer any unused annual leave in excess of 12 days to sick leave.

Employees will be eligible for compensation at their regular base rate of pay, for unused accrued annual leave, up to 35 days, upon separation of employment.

Annual leave will be credited to the employee's annual leave balance at the beginning of each fiscal year and, therefore, may be anticipated. In the event that an employee separates from the division, for any reason, prior to earning leave which has been taken, the salary of the employee will be reduced by an amount equal to the per diem for each day taken but not earned.

## D. Schedules

Annual leave must be approved in advance by the employee's immediate supervisor and the superintendent/designee.

The division superintendent must approve any exception to this policy.

#### E. Consolidation Pay Out/Carry Over

All eligible employees shall be paid for all accumulated annual leave in excess of 12 days in accordance with Alleghany County Public Schools Regulation GCBD-RE, Covington City Public School Regulation GCBCA-L, or Jackson River Technical Center Regulation GCBD-RE (All are attached) as were on effect June 30, 2022. A maximum of twelve (12) annual leave days will be carried forward to the consolidated Alleghany Highlands Public School Division.

Adopted: July 1, 2022