



**POLICY 7110  
ANNUAL LEAVE FOR  
ADMINISTRATIVE PERSONNEL**

**Board of Education**

Effective: May 11, 2021

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**Policy Outline**

- I. Policy Value Statement
- II. Purpose
- III. Standards
- IV. Responsibilities
- V. Delegation of Authority
- VI. Definitions
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**I. Policy Value Statement**

The Board of Education provides administrative personnel periods of relief from their duties through paid annual leave.

**II. Purpose**

To provide guidelines for the assignment of annual leave and provisions related to its use.

**III. Standards**

- A. The provisions of this policy apply to all administrative personnel in the Howard County Public School System who are assigned on a twelve-month basis, except as otherwise provided by a negotiated agreement.
- B. Administrative personnel will receive twenty (20) days of annual leave each year.
- C. Annual leave for a given year will be calculated from July 1 to June 30.
- D. Personnel hired after July will have their annual leave prorated from their first duty day to June 30.
- E. Personnel whose first duty day is before the 15th of the month will receive annual leave for that month.
- F. Personnel employed after the 15th of the month will receive no annual leave for that month.

- G. Personnel are expected to use all accumulated annual leave each year.
- H. Annual leave carryover at the end of each year (i.e., as of June 30) cannot exceed a total of forty-five (45) days.
- I. Annual leave will be scheduled by mutual consent of the administrator and the Superintendent/designee.

**IV. Responsibilities**

The Superintendent/designee will ensure the provisions of this policy are followed.

**V. Delegation of Authority**

The Superintendent is authorized to develop procedures for the implementation of this policy.

**VI. Definitions**

- A. Administrative Personnel – Professional staff members who are assigned on a twelve-month basis.
- B. Annual Leave – Approved absence from work with pay.

**VII. References**

- A. Legal
- B. Other Board Policies
- C. Relevant Data Sources
- D. Other

**VIII. History<sup>1</sup>**

ADOPTED: December 5, 1967  
REVIEWED: July 1, 2012  
MODIFIED: May 11, 2021  
REVISED: June 28, 1990  
          January 13, 2005  
EFFECTIVE: May 11, 2021

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<sup>1</sup> Key: ***Adopted***-Original date the Board took action to approve a policy; ***Reviewed***-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; ***Modified***-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; ***Revised***-The date the Board took action on a policy that based on the recommendation of the Superintendent/designee needed a comprehensive examination; ***Effective***-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.



**POLICY 7110-IP  
IMPLEMENTATION PROCEDURES**

**ANNUAL LEAVE FOR  
ADMINISTRATIVE PERSONNEL**

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- I. Annual leave will be earned each month and recorded in accordance with the following schedule:

**ANNUAL LEAVE CREDIT CHART**

<u>Month</u>	<u>No. of Days</u>
July	1.5
August	2.0
September	1.5
October	1.5
November	2.0
December	1.5
January	1.5
February	2.0
March	1.5
April	1.5
May	2.0
June	1.5

- II. Absences in excess of accumulated annual leave will not be allowed except with the approval of the Superintendent.
- III. All annual leave should be used before the effective date of termination of employment. By special permission of the Superintendent a settlement payment may be granted not to exceed forty-five (45) days.
- IV. Problems not covered by the annual leave policy will be given consideration on an individual basis by the Superintendent.
- V. Monitoring

Policy 7110 implementation procedures will be overseen by The Division of Human Resources and Professional Development.

VI. History<sup>1</sup>

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