

I. Policy 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. Definitions

- A. Administrative personnel – professional staff members who are assigned on a twelve-month basis.
- B. Annual leave – Approved absence from work with pay.

IV. 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 shall receive 20 days of annual leave each year.
- C. Annual leave for a given year shall 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 40 days.

- I. Annual leave will be scheduled by mutual consent of the administrator and the Superintendent/designee.

V. Compliance

The Chief Operating Officer has the overall responsibility for implementing this policy.

VI. Delegation of Authority

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

VII. References

- A. Legal
- B. Other Board Policies

VIII. History

ADOPTED: December 5, 1967

REVIEWED: July 1, 2012

MODIFIED:

REVISED: June 28, 1990

January 13, 2005

EFFECTIVE: July 1, 2005



**POLICY 7110-IP
IMPLEMENTATION PROCEDURES**

**ANNUAL LEAVE FOR
ADMINISTRATIVE PERSONNEL**

Effective: July 1, 2005

- 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 shall 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 40 days.
- IV. Problems not covered by the annual leave policy will be given consideration on an individual basis by the Superintendent.
- V. History

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