

BOARD POLICY

Descriptive Code: GBRIG

VACATIONS-TWELVE MONTH

DISTRICT AND SUPPORT PERSONNEL

Date: July 8, 2008

Effective July 1, 2007, during each fiscal year all twelve-month employees shall earn annual leave, in addition to sick leave (Policy **GBRIB**) and personal leave (Policy **GBRI**), for credited years of experience at the following rates:

<u>Years of Experience:</u>	<u>Number of Days Earned:</u>
Zero (0) to Five (5) Years	9 Days (.75 day per month)
Six (6) to Ten (10) Years	12 Days (1 day per month)
Eleven (11) to Twenty (20) Years	15 Days (1.25 days per month)
Twenty-one (21) Plus Years	18 Days (1.5 days per month)

An employee must work or have sufficient leave to cover at least half of the work days in a month in order to earn that month's leave.

Employees will submit to their immediate supervisor written requests to use annual leave. Scheduling of this leave is contingent upon approval of the immediate supervisor.

Twenty-five (25) days is the maximum amount of annual leave that may be accumulated by an employee. Upon break in service with the Columbia County Board of Education, employees will be compensated at the current salary rate for any accumulated annual leave, not to exceed the 25-day maximum.

All district offices will be closed and employees will not work on the following days each year:

- July 4 (One Day)
- Labor Day (One Day)
- Fall Break (One Day)
- Thanksgiving (Three Days)
- Christmas (Three Days)
- New Year (Three Days)
- Martin Luther King Day (One Day)
- President's Day (One Day)
- Spring Break (Three Days)
- Memorial Day (One Day)

ADOPTED: 07/08/08

PROCEDURE: NO

REVISED: (Replaces Policy CGPH)

COLUMBIA COUNTY BOARD OF EDUCATION