



## Annual Leave Frequently Asked Questions

### **What is Annual Leave?**

Annual leave is paid time off from work granted to eligible employees to be used for whatever the employee wishes such as vacations, rest, and relaxation.

### **Who is eligible to earn annual leave?**

Employees who are employed in a regularly established 12 month position.

### **How many days of annual leave are accrued?**

**Non-exempt employees** (Pay Type 2) appointed to positions authorized for 12 months per year earn annual leave proportional to the hours per day appointed, which is accrued at the following rate:

<b>Years of Service</b>	<b>Days per Month</b>	<b>Total Days Per Year</b>
0 – 5 (1 – 60 months)	1	12
5+ - 10 (61 – 120 months)	1.25	15
10+ (121 months & above)	1.5	18

**Exempt employees** (Pay Type 9) will be credited with ten (10) days of annual leave July 1st of each year. If employed after July 1st, the ten (10) days will be credited proportional to the length of the school year. The amount of leave credited will be proportional to the time appointed (e.g., a person who works four (4) hours per day will be credited with forty (40) hours). Employees will be credited with one day of annual leave per month, thereafter, not to exceed 176 hours per year, subject to the restrictions below. Part-time twelve (12) month employees will receive annual leave proportionate to the time appointed (e.g., a person who works four (4) hours per day will earn four (4) hours per month annual leave).

**Athletic Directors** (Pay Type AD) earn annual leave proportional to their hours per day and no more than 8 hours. They only earn annual leave during the months of June and July.

**What does it mean to earn annual leave proportional to the hours worked?**

Employees will earn the same number of hours of annual leave as the number of hours per day they are appointed to in a leave earning position. For example, employees who work four (4) hours per day will earn four (4) hours of annual leave per month.

**When is annual leave credited to an employee?**

A person employed on or before the 15th day of a month shall be credited with a day of annual leave at the end of the month. A person who terminates before the 15th day of a month shall not be credited with annual leave for that month.

**Will an employee earn annual leave while on leave without pay?**

An employee who has not worked more than half the scheduled hours for the month, will not earn annual leave for that month.

**When does annual leave need to be requested?**

Annual leave must be requested and approved at least two (2) days in advance.

**How is annual leave requested?**

Annual leave requests must be entered through Time Off/Employee Access at least two (2) days in advance. Refer to the “How to Request Annual Leave” Guide for instructions.

**Is annual leave cumulative?**

No, annual leave earned in excess of the maximums established by the Board shall be forfeited each year at the close of the workday in accordance with the appropriate collective bargaining agreement and Board Policy. Refer to the chart below for guidance:

<b>Employee Group</b>	<b>Maximum Days</b>	<b>Forfeiture Date</b>
Exempt/Administrative	60	June 30th
LESPA	45	December 31st
1010	45	December 31st
LCTA	N/A	N/A
Athletic Directors	30	December 31st

**Can employees accumulate more than the maximum amount of annual leave?**

During the year, employees may accrue leave beyond the maximum allowed. However, annual leave earned in excess of the maximums must be forfeited at the close of the workday on the dates each year listed in the chart above.

**Is the maximum amount of annual leave accrued proportional to the hours worked also?**

Yes, annual leave may be accumulated up to a maximum proportionate to the time appointed. For example, an employee who works four (4) hours per day may accumulate up to 180 hours' annual leave.

**Can a substitute be employed for an employee who is on annual leave?**

No. Site administrators shall organize schedules that will permit annual leave days to be used in a manner that will not cause substantial interruption to the mission of the worksite.