

OLDHAM COUNTY BOARD OF EDUCATION POLICY

NON-WORKING DAYS

5054

Related to: 5050.02F; 5054.01AR

5054.01 GENERAL PROVISIONS

1. 12-Month Non-Certified Administrative Staff shall receive 20 days paid annual leave, which will be coordinated with the employee's immediate supervisor. Any such employee employed a percentage of full-time, shall receive a pro-rated number of days according to the percentage employed.
2. 240-Day Certified Staff shall annually provide to their immediate supervisor a schedule clearly designating the 240 contract days on which they will work. Changes to this schedule must be approved by the employee's immediate supervisor. Fall, winter, and spring recess will be given priority when selecting non-contract days. Non-contract days that are not taken during the current fiscal year (i.e. the employee works more than 240 days in the current fiscal year) may not be carried over and do not accumulate.
3. Full-time, year-round Classified Staff receive annual leave according to the following schedule:

0 through 7 years of employment	10 days
8 through 14 years of employment	15 days
15 years +	20 days
4. For classified staff, full-time shall mean the number of hours per week required for obtaining all other benefits.
5. District day-care program employees who work 260 days annually and who are not Directors or Assistant Directors will receive 10 annual leave days per year. The leave days will be four-hour days that may not accumulate. Day-care Directors and Assistant Directors receive leave days as specified in Item 3 above.

5054.02 SPECIFIC PROVISIONS

1. Each employee eligible for annual leave shall be allowed annual leave per month with pay according to the number of days referenced in section 5054.01. The monthly annual leave allowance is calculated by dividing the appropriate annual total by 12.
2. Annual leave accumulated beyond sixty (60) days may not be carried over into the next fiscal year. When full time staff retire or resign, they shall be compensated for the allowed number of unused annual leave, not to exceed sixty (60) days, based on the current year's daily rate. With supervisor approval, employees may use some or all of their accumulated annual leave days to extend their formal date of retirement beyond their last day of attendance at work.
3. Absence on account of sickness, injury or disability in excess of sick days accumulated may be charged against annual leave at the request of the employee and within the discretion of the Superintendent.
4. Employees are charged with annual leave for absences only on days upon which they would otherwise work and receive pay.
5. Annual leave shall accrue only when an employee is working or on authorized leave with pay.
6. Former employees who have had a break in service or who have retired, employees who return to full-time or part-time employment with the district will begin earning annual leave on the same basis as a newly hired employee according to the schedule in subparagraph 5054.01(3) above.

Ten (10) holidays for all twelve (12) month staff shall be as specified in the annual work calendar prepared and distributed to said staff by the Superintendent in July of each year.