

**BOARD AGENDA ITEM**

**November 12, 2019**

***SUBJECT:***

Changes to Policy GCD Professional Staff Vacations and Holidays and Policy GDD Support Staff Vacations and Holidays - First Reading

***BACKGROUND INFORMATION:***

In November 2015, the School Board approved a significant change in policy that placed a 45-day cap on previously uncapped vacation leave beginning in the 2016 – 2017 school year. Employees who were over the 45-day cap as of the adoption of this change were grandfathered at greater than 45 days. The cap for each of those approximately 70 grandfathered employees was based upon his/her vacation leave balance as of June 30, 2016.

At its December 11, 2018, meeting as part of the one-time budget requests, the Board approved the payout of grandfathered vacation days. Certain language in policies GCD and GDD became obsolete with the vacation payouts.

***ADMINISTRATIVE CONSIDERATION:***

All vacation-earning employees are now capped at 45 days. There are no longer grandfathered vacation earners. The proposed changes to policies GCD and GDD removes language on grandfathered vacation.

***RECOMMENDATION:***

Approve changes to Policy GCD Professional Staff Vacations and Holidays and Policy GDD Support Staff Vacations and Holidays on first reading

***ATTACHMENTS:***

Policy GCD Professional Staff Vacations and Holidays  
Policy GDD Support Staff Vacations and Holidays

***PREPARED BY:***

M. O. Traxler III

## Policy GCD Professional Staff Vacations and Holidays

Issued 11/15

Purpose: To establish the basic structure for professional staff vacations and holidays and certain limitations on personal leave.

### **School-Year Personnel and Year-Round Personnel**

The school calendar, as adopted by the board, establishes the school recess periods and holidays for instructional staff members employed on a school-year basis.

While school is in session, vacation or personal leave may not be used to extend designated holidays except for exceptional circumstances and only with approval of the principal and the appropriate executive officer (or other appropriate supervisory personnel for staff not located in a school).

### **Administrators and Year-Round Personnel**

Regular full-time administrators employed on a full-year basis (12 months) and year-round instructional personnel will earn vacation days and holidays as follows. Vacation time accrues on a monthly basis.

### **Vacations**

~~Effective July 1, 2016, All 12-month employees will earn 10 vacation days per year.~~

An employee beginning work after July 1 will be eligible to earn a prorated share of vacation days for the employee's first year of employment.

~~Effective July 1, 2016, Employees may accrue and carry forward up to 45 vacation days. Effective July 1, 2016, and in any school year thereafter, Any remaining vacation days in excess of 45 will not be paid out or carried over. Grandfathered vacation accruals in excess of 45 days as of June 30, 2016, may be carried forward as described below.~~

~~Effective July 1, 2016, Upon separation from employment for any reason, including retirement, resignation, or dismissal for cause, 12-month employees may receive pay for their accrued vacation (which does not include vacation days received in the current year), up to 45 days, at the employee's daily pay rate as of the date of separation. Employees will not be paid for days in excess of 45 days of accrued vacation upon separation from employment for any reason, including retirement, resignation, or dismissal for cause. except in cases where accrued vacation has been grandfathered as described below.~~

#### *Grandfathered vacation accruals*

~~Any employee with accrued vacation days in excess of 45 days as of June 30, 2016, will have such leave grandfathered. The employee's vacation leave balance will be capped at that amount if it exceeds 45 days and no further~~

~~vacation leave may be accrued and carried forward. Employees will not receive payment for any vacation leave not taken in the year received if it cannot be accrued and carried forward.~~

~~If an employee with grandfathered leave uses accrued vacation days that would take his/her vacation leave balance below his/her June 30, 2016, cap, additional vacation days may not be accrued and carried forward to return the balance to the June 30, 2016, cap. Once a grandfathered leave balance drops below 45 days, an employee may continue to accrue and carry forward vacation leave, but only up to a total of 45 days.~~

~~*Example 1:* Employee has balance of 70 vacation days as of June 30, 2016. During the 2016-17 school year, the employee receives 10 vacation days and uses 20 days of vacation leave. As of July 1, 2017, Employee's vacation leave balance is 60 days and may not exceed that total in any later years.~~

~~*Example 2:* Employee has balance of 48 vacation days as of June 30, 2016. During the 2016-17 school year, the employees receives 10 vacation days and uses 15 days of vacation leave. As of July 1, 2017, Employee's vacation leave balance is 43 days. In the following year, Employee can accrue and carry forward 2 additional days, up to a maximum of 45 days.~~

## **Holidays**

- New Year's Day (January 1)
- Martin Luther King Day
- President's Day
- Good Friday (except in years when occurring during spring holidays)
- spring holidays (five days)
- Memorial Day
- Independence Day (July 4)
- Labor Day
- General Election Day (even-numbered years) (1st Tuesday in November)
- Thanksgiving holidays (4th Thursday in November) and day before and day after
- Christmas holidays (to coincide with students' winter break)

Administrative personnel and district office level personnel who are 12-month employees will observe the holidays as listed in this policy.

## **Vacation Leave for Retired Employees Rehired by the District on an At-Will Basis**

Retired employees rehired to work with the district on an at-will basis in a position that is eligible for vacation leave will begin their employment with no vacation leave. A retired employee in such a position will earn vacation leave consistent with the leave for the position. However, the retired employee will not accrue and carry any vacation leave beyond a school year.

A retiree may request for advancement of up to five days of vacation leave, not to exceed the maximum number of days allowed for the year. This request must

be submitted to and approved by the chief officer of administration and human resource prior to the requested leave.

Adopted 5/13/75; Revised 8/10/76, 2/8/83, 9/9/86, 4/12/88, 7/10/90, 8/13/91, 11/26/91, 9/28/93, 3/28/00, 11/27/01, 5/23/06, 2/27/07, 2/7/12, 9/24/13, 11/24/15

**Aiken County Public Schools**

## Policy GDD Support Staff Vacations and Holidays

Issued 11/15

Purpose: To establish the basic structure for support staff vacations and holidays and certain limitations on personal leave.

### School-Year Personnel and Year-Round Personnel

The school calendar, as adopted by the board, establishes the school recess periods and holidays for support staff members employed on a school-year basis as well as those working year-round.

While school is in session, vacation or personal leave may not be used to extend designated holidays except for exceptional circumstances and only with approval of the principal and the appropriate executive officer (or other appropriate supervisory personnel for staff not located in a school).

### Year-Round Support Personnel

Regular full-time support personnel employed on a full-year basis (12 months) will earn vacation days and holidays as follows. Vacation time accrues on a monthly basis.

### Vacations

~~Effective July 1, 2016, All 12-month employees will earn 10 vacation days per year.~~

An employee beginning work after July 1 will be eligible to earn a prorated share of vacation days for the employee's first year of employment.

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General Election Day (even-numbered years) (1st Tuesday in November)

Thanksgiving holidays (4th Thursday in November) and day before and day after

Christmas holidays (to coincide with students' winter break)

Personnel who are 12-month employees will observe the holidays as listed in this policy.

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