

G-37 VACATION LEAVE

Vacation leave with pay is provided for persons on a twelve-month basis, and shall be earned at the rate of ten (10) days per year, one (1) day per month, August through May.

Vacation leave requests must be approved in advance by the Superintendent, Principal or Supervisor.

Vacation leave does not accumulate except where conditions prevent an employee from taking earned leave. In such cases the employee's leave can accumulate to the maximum of (20) days accrual.

No extra compensation in lieu of vacation days will be paid except in the case of twelve-month employees leaving the services of the Opelika City Schools. An employee leaving the services of the school system in accordance with contractual obligations may request to be reimbursed for a maximum of ten (10) days accrued vacation at the current daily rate of pay. The remaining balance of accrued vacation days may be taken within the parameters of the vacation policy. Accrued leave cannot be taken beyond the employee's last date of employment.

If a vacation leave request is made at a time which would adversely affect the smooth operation of a school or a program, the request may be denied by the Superintendent, Principal, or Supervisor.

When a holiday occurs during a vacation, the holiday will not be considered a day of vacation time. Also, holidays approved by the Board of Education are not considered official vacation days.

ADOPTED: May 11, 2004

REVISED: December 7, 2006

LEGAL REF: Code of Alabama 16-1-30