

**ANNUAL/VACATION LEAVE FOR YEAR-ROUND EMPLOYEES 6.541\***

Employees, who are employed year-round, work and are paid for 242 days. The following schedule shall be used in determining the accrual of annual leave:

- I. Personnel working twelve (12) months earn vacation leave at the rate of one (1) day per month. The leave is to be credited at the end of each month of employment and may not be used prior to the time it is earned and credited.
- II. A twelve (12) month employee may not use vacation until the employee has been employed by the district for six (6) consecutive months.
- III. The vacation time for which individual employees are entitled is twelve workdays (12) for twelve-month employees. In addition, the following days shall be given:
 

Unpaid Holidays	
New Year's Day	(1)
Martin L. King, Jr. Day	(1)
Spring Break	(3)
Memorial Day	(1)
July 4 <sup>th</sup>	(1)
Labor Day	(1)
Thanksgiving	(5)
Christmas	(2)
- IV. Beginning July 1, 2015, vacation days cannot be accumulated beyond twenty-five (25) days.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.22, 1012.62, 1012.66, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.082

**HISTORY:** **ADOPTED:** 6/12/2007

**REVISION DATE(S):** 9/9/08;/4/14/09;10/10/13;7/16/15; 5/11/21  
**FORMERLY:**