

## CHAPTER 6.00 – HUMAN RESOURCES

### ANNUAL/VACATION LEAVE

6.541\*

The following schedule shall be used in determining the accrual of annual leave:

Employees on twelve month contracts

- (1) An employee with less than five (5) years of service with the Washington County School Board at the rate of one (1) day per month cumulative to twelve (12) days per year.
- (2) An employee with five (5) years or more of service with the Washington County School Board at the rate of one and one-fourth (1-1/4) days per month cumulative to fifteen (15) days per year.
- (3) An employee with ten (10) or more years of service with the Washington County School Board at the rate of one and one-half (1-1/2) days per month cumulative to eighteen (18) days per year.
- (4) Annual (Vacation) leave shall accrue in work days at the close of each month and may not be accrued to exceed thirty (30) work days; however, employees are encouraged to use accrued annual leave on an annual basis.
- (5) Days determined to be legal holidays as stated on the school calendar each year by the Washington County District School Board shall not be charged as vacation against an employee.
- (6) Annual (Vacation) leave shall be governed by and consistent with SBER and Florida Statutes.

#### STATUTORY AUTHORITY:

1001.43; 1011.60;  
1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1012.22;  
1012.62; 1012.66, F.S.

#### STATE BOARD OF EDUCATION RULE:

6A-1.082

#### HISTORY:

ADOPTED:  
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