

PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

FILE: GCD

TITLE: Annual Leave

POLICY:

- (1) Administrative Staff. A full-time member of the administrative staff who is employed on a twelve (12) month basis shall accrue annual leave, exclusive of holidays, with compensation as follows:
 - (a) Eighteen (18) work days per fiscal year for those with less than five (5) years of service in the district
 - (b) Twenty-one (21) work days per fiscal year for those with five (5) to ten (10) years of service in the district ; and
 - (c) Twenty-four (24) work days per fiscal year for those with ten (10) or more years of service in the district.
 - (d) Annual leave shall be credited at the close of each month but shall not be accrued in excess of sixty (60) days (excess to be removed at the end of each calendar year). Each member of the administrative staff shall be encouraged to use accrued leave on an annual basis.
 - (e) Upon termination, or retirement, accrued annual leave shall not be paid in excess of sixty (60) days

- (2) Professional Instructional Staff Hired Prior to July 1, 2002. A full-time member of the professional instructional staff employed prior to July 1, 2002 on a twelve (12) month basis shall accrue annual leave, exclusive of holidays, with compensation as follows:
 - (a) Eighteen (18) work days per fiscal year for less than five (5) years of service in the district;
 - (b) Twenty-one (21) work days per fiscal year for five (5) to ten (10) years of service in the district; and
 - (c) Twenty-four (24) work days per fiscal year with ten (10) or more years' service in the district.
 - (d) Annual leave shall be credited at the close of each month but shall not be accrued in excess of sixty (60) days (excess to be removed at the end of each calendar year). Each member of the instructional staff shall be encouraged to use accrued leave on an annual basis.
 - (e) Upon termination, or retirement, accrued annual leave shall not be paid in excess of sixty (60) days

- (3) Professional Instructional Staff Hired On or After July 1, 2002. Full-time professional instructional staff hired on or after July 1, 2002 and instructional staff hired on a twelve (12) month basis shall accrue annual leave, exclusive of holidays, with compensation as follows:

- (a) Thirteen (13) work days per fiscal year with less than four (4) years of service in the district;
 - (b) Sixteen (16) work days per fiscal year with five (5) to nine (9) years of service in the district; and
 - (c) Nineteen (19) work days per fiscal year with ten (10) or more years of service in the district.
 - (d) Annual leave shall be credited at the close of each month but shall not be accrued in excess of thirty (30) days (excess to be removed at the end of each calendar year). Each member of the professional staff shall be encouraged to use accrued leave on an annual basis.
 - (e) Upon termination, or retirement, accrued annual leave shall not be paid in excess of thirty (30) days.
- (4) Annual leave may be granted by the staff member's immediate supervisor after the Orange County Public Schools ("OCPS") Leave Request is entered through OCPS Employee Self-Service. Annual leave shall be scheduled so as to cause a minimum disruption of the school program.
 - (5) Annual leave shall be reported in one (1) hour increments.

SPECIFIC AUTHORITY: Sections 1012.22; 1012.27; and 1012.68, Florida Statutes
Rule 6A-1.082, Florida Administrative Code

ADOPTED: 5/27/03
REVISED: 10/11/16