

SUPPORT STAFF ANNUAL LEAVE

FILE: GDD

TITLE: Annual Leave

POLICY:

- (1) Full-time support staff who are employed on a twelve (12) month basis shall accrue annual leave, exclusive of holidays, with compensation as follows.
 - (a) Five (5) days of annual leave on the first anniversary date for the twelve (12) month position.
 - (b)

<u>Years of Service</u>	<u>Annual Leave Days</u>
1 to 5 (12 months through 60 months)	10
5 to 10 (61 months through 120 months)	15
10 to 25 (121 months through 300 months)	20
Over 25 (over 300 months)	25
 - (c) A support staff member's anniversary of the date of hire shall be used as a basis for determining years of service.
- (2) Annual leave may be accumulated to a maximum of thirty (30) days.
- (3) Annual leave may not be used until earned unless the leave is approved in advance by the Superintendent or designee.
- (4) Annual leave may be used at any time during the year, subject to the approval of the support staff's supervisor, and shall not be unreasonably denied.
- (5) More than ten (10) consecutive days of earned annual leave (excluding holidays) may be taken, only upon approval of the Superintendent or designee.
- (6) A member of the support staff who leaves employment for any reason shall receive payment for all of the annual leave accrued through his or her last work day, not to exceed thirty (30) days.
- (7) A member of the support staff who is rehired after a break in service shall receive credit on the schedule in section (1) (b) above for all years worked in benefited, related positions.
- (8) Annual leave shall be reported in hourly increments.
- (9) Rehired retirees will accrue annual leave as a newly hired support staff member.
- (10) If changes are made in the negotiated provisions for annual leave for bargaining unit staff members, annual leave for support staff who are not members of the bargaining unit shall be changed to reflect the new term set forth in the agreement entered into between The School Board of Orange

County, Florida and the bargaining representative.

SPECIFIC AUTHORITY: Sections 1012.22(2); 1012.27; and 1012.66, Florida Statutes
Rule 6A-1.082, Florida Administrative Code

ADOPTED: 10/12/93
REVISED: 10/11/16