

## ANNUAL LEAVE

Annual leave for all twelve (12) month full-time salaried employees of the Waynesboro School Board shall be earned according to the following schedule:

- A. One (1) day of annual leave is earned for each completed calendar month or major fraction of workdays thereof for the first five (5) years of continuous service as an employee in a position granting annual leave.
- B. One and one-fourth (1-1/4) days of annual leave are earned for each completed calendar month or major fraction of workdays thereof by personnel having over five (5) and up to ten (10) years of continuous service as an employee in a position granting annual leave.
- C. One and one-half (1-1/2) days of annual leave are earned for each completed calendar month or major fraction of workdays thereof by personnel having over ten (10) years and up to fifteen (15) years of continuous service as an employee in a position granting annual leave.
- D. After fifteen (15) years of continuous service in a position granting annual leave one and three-fourths (1-3/4) days of annual leave are earned for each completed calendar month or major fraction thereof.

Annual leave must be earned before it can be taken. An employee will need to work through the 15<sup>th</sup> of the month in order to be eligible for annual leave for that month.

Earnings, the use of annual leave, and the balance of available leave will be recorded through the Employee Self-Serve System (ESS).

An employee will submit a request for approval of use of annual leave to his/her immediate supervisor through ESS and annual leave must be scheduled and approved prior to the beginning of leave for an individual. Annual leave cannot be taken in less than one-half (2) day increments.

Ten (10) month professional and support staff employees of the Waynesboro School Board are not eligible to receive annual leave as a contract benefit.

Annual leave earned by an eligible employee may be accumulated if it is not used, but not more than thirty (30) days of annual leave may be used in any year. All employees terminating employment will receive a lump sum payment for earned, accumulated, unused annual leave days up to a maximum of thirty (30) days.

Adopted: June 14, 1994/ Effective July 1, 1994

Revised: December 14, 1999; October 8, 2019