

## **CERTIFIED STAFF ANNUAL LEAVE CASH OUT**

Collective Bargaining Agreement Annual Leave Language:

### Annual Leave

Each employee shall be entitled to two (2) days of annual leave per school year to be taken at the employee's discretion, provided the employee's supervisor is notified four (4) working days in advance of paid leave. Annual leave shall be taken in whole or half days only. No more than two (2) employees shall be allowed such leave from an individual school on the same day. In extraordinary circumstances, appeal may be made to the Superintendent to approve more than two employees' use of annual leave for an individual school on the same day. Annual leave may be denied on the basis of an anticipated lack of available substitutes.

Annual leave can be accumulated up to a maximum of six (6) days. No more than four (4) days of annual leave may be used at one time, provided that no more than three (3) days of annual leave can be used at one time to extend Thanksgiving, Christmas or Spring Break or in the first or last weeks of school. The employee may appeal to the Superintendent in extraordinary circumstances for an exception to these limits.

The District would prefer to have regular employees in the schools serving students rather than substitutes. As an incentive to not take annual leave, employees may choose to cash out their unused annual leave days at the employee's per diem rate before May 1 of each year.

PRINTED NAME: \_\_\_\_\_

I would like to cash out \_\_\_\_\_ annual leave days (personal days) at my per diem rate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_