

## PERSONNEL

**Vacations P 5-43****A. Scale**

Full-time twelve-month administrative and classified personnel (except teacher assistants, nurses, and parking lot attendants) earn annual vacation leave as follows:

0-59 months	of service credit	1.00 day per month
60-119 months	of service credit	1.25 days per month
120-179 months	of service credit	1.50 days per month
180-239 months	of service credit	1.75 days per month
240 months	and above	2.00 days per month

**B. Accumulated Vacation Leave**

Accrued vacation will be calculated as of January 1 each year. Under no circumstances can an eligible employee carry over more than thirty (30) vacation days on January 31 of each year.

Employees planning to retire or resign may use any accumulated vacation days prior to such retirement or resignation. In lieu of using the days prior to leaving employment, the employee may elect to be paid for the accumulated vacation time up to the maximum of 36 days at the daily rate of pay based on the annual contract.

Prior service credit for administrators, in determining vacation eligibility, will be determined on the following basis:

Full-time years of service experience in the Lynchburg City Schools will be granted on a one-for-one basis.

Administrators will receive one year of service credit for each two full-time years of teaching experience in a school accredited by a state or regional accrediting agency. Administrators having prior service in a school or school division accredited by a state or regional accrediting agency will receive one year of vacation eligibility service credit for each year of full-time administrative service with that system or agency.

A full year of employment, for 180 or more days during one school year, shall constitute a single year of teaching service.

Past, continuous, teaching experience in the division will be counted on a one-for-one basis when such person becomes eligible for vacation credit.

Vacation must be earned prior to use. For the purpose of record keeping, vacation

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Vacations (continued)

credit will be awarded on the anniversary date of an employee's original contract with Lynchburg City Schools. Credit for covered experience gained outside the Lynchburg City School System will be credited as provided above.

C. Schedules

Vacation time must be scheduled in advance under procedures established by the superintendent. Vacation time may be taken in no less than increments of one-half day.

Adopted by School Board: June 19, 1973 (retroactive to July 1, 1972)

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PERSONNEL

Vacations

{ XE "Instruction:Vacations" } { XE "Vacations:Scale" } { XE "Vacations:Accumulated  
Vacation Leave" }