HUMAN RESOURCES

Annual Leave

I. All administrators and 250-day non-exempt (classified) personnel are eligible for annual leave per the Annual Leave Schedule (Attachment I). Annual leave shall be credited on July 1 of each year to eligible employees in a lump sum and will be based on actual number of completed years of service. If an employee is absent for extended periods utilizing sick leave, sick leave bank, donated leave, leave without pay, or Workers’ Compensation, the annual leave accrual will be adjusted to reflect actual time worked.

II. For purposes of determining credit for annual leave, all eligible non-exempt employees entering the School Division for the first time shall be placed at Step "A" on the appropriate scale of the Annual Leave Schedule (Attachment I). Classified employees with prior experience in Prince William County Public Schools (PWCS) who accrued leave in their previous PWCS position(s) shall be placed at the appropriate step on the appropriate scale.

III. The maximum number of accumulated/earned annual leave days which shall be allowed to be carried over each year are as follows:

- 250-Day Non-Exempt Employees/Administrators: 40 Days
- 236-Day Administrators: 32 Days
- 223-Day Administrators: 25 Days

At the end of the fiscal year all accrued leave in excess of these maximums shall be forfeited.

IV. Annual leave shall be credited during the fiscal year while deducting all leave taken.

V. All annual leave must be approved in advance, except in emergency situations. Extended annual leave of a week or more shall be requested a minimum of five days ahead of planned use.

VI. Employees will not be allowed to use more annual leave than what has been accrued. Leave taken in excess of what has been accrued will be considered leave without pay.

VII. Employees shall input annual leave in no less than fifteen (15) minute increments through the time and attendance system. All leave is to be entered into the time and attendance system in a timely manner of the corresponding pay cycle.

VIII. Any administrator or non-exempt employee precluded from using annual leave by the Superintendent or School Board before June 30 may, upon the approval of the School Board or Superintendent, have these days carried forward to the next fiscal year.
The approved days must be used within three (3) months from the beginning of the next fiscal period.

VIII. Upon separation from the system or reassignment to a position that does not accrue annual leave, employees shall be paid for the unused portion of their accrued annual leave at their rate of pay at the time of separation or reassignment.

A. Annual leave payable under the above circumstances shall be prorated to the date of separation or reassignment and, in no case, shall such leave exceed the maximum specified in this regulation. In the year of separation or reassignment, the accrued and unused annual leave shall be prorated accordingly, and all accrued balances of annual leave carried over from the prior year, shall qualify as the total amount payable.

B. If more annual leave has been used than earned at the time of separation or reassignment, the unearned annual leave shall be deducted from the employee’s paycheck at the employee’s hourly rate.

C. All payment of the unused portion of annual leave shall be paid in a lump sum payment within thirty (30) days upon separation of employment or upon reassignment to a position that does not qualify for annual leave.

The Associate Superintendent for Human Resources (or designee) is responsible for monitoring and implementation of this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.
ANNUAL LEAVE SCHEDULE

All administrators and 250-day classified employees are eligible for annual leave per the following schedule, annual leave is prorated and accrued on a per pay period:

**250-DAY ADMINISTRATIVE PERSONNEL:**

25 days per contract year

**250-DAY NON-EXEMPT EMPLOYEES PERSONNEL:**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Total # of Days</th>
<th>Years of Service</th>
<th>Total # of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 1 year</td>
<td>15 days</td>
<td>G. 7 years</td>
<td>21 days</td>
</tr>
<tr>
<td>B. 2 years</td>
<td>16 days</td>
<td>H. 8 years</td>
<td>22 days</td>
</tr>
<tr>
<td>C. 3 years</td>
<td>17 days</td>
<td>I. 9 years</td>
<td>23 days</td>
</tr>
<tr>
<td>D. 4 years</td>
<td>18 days</td>
<td>J. 10 years</td>
<td>24 days</td>
</tr>
<tr>
<td>E. 5 years</td>
<td>19 days</td>
<td>K. 11 years or more</td>
<td>25 days</td>
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<td>F. 6 years</td>
<td>20 days</td>
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</table>

**236-DAY ADMINISTRATIVE PERSONNEL:**

20 days per contract year

**223-DAY ADMINISTRATIVE PERSONNEL:**

14 days per contract year

NOTE: The amount of annual leave shall be credited in hours and minutes on an employee’s earning statement. The amount of annual leave shall also be credited in the electronic time and attendance system for employee to review.