

03.1 ANNUAL VACATION LEAVE EARNED

3.1.2 Eligibility and Rate of Earning:

A single individual working in more than one position for the school district may not earn more than the benefits allowed for one full-time position, regardless of whether the separate positions the employee holds are part-time or full-time.

03.1.3 Use of Annual Vacation Leave:

- (b) Approval: Wake County Public School System is required to maintain leave records for each employee. It is the responsibility of each employee to request leave on Form 1500, Request for Leave, and the responsibility of the employee's immediate supervisor to approve and verify that the leave record is accurate. Vacation requests do not need to be sent to the human resources office. The employee's immediate supervisor is responsible for maintaining leave records.

Requests for annual vacation leave should be submitted on Form 1500 to the immediate supervisor and approved prior to the vacation. An employee should not call in to say that he/she has decided to take vacation that day. (Exception: Emergency or illness in which employee elects to use annual vacation leave in lieu of some other form of leave.) Absences for which an employee has not received approval in advance may be grounds for dismissal.

Annual vacation leave shall not be used to extend the term of employment.

- (c) Units of Leave: Leave is to be used in one-half or whole day units. An employee who is absent less than one-half day shall be charged with the use of one-half day of leave; if an absence is more than one-half day but less than one full day, one day of leave shall be charged.

- (d) Instructional personnel who work 11 and 12 months in year round schools: All instructional personnel, including teacher assistants, who require substitutes and work 11 or 12 months in year-round schools, may take annual vacation leave on days students are in attendance with the prior approval of the principal.

- (k) Leave Deficit: An employee who has neither earned nor will earn sufficient annual leave to cover any scheduled vacation day in the school calendar will be placed on leave without pay for that day.

- (l) Vocational and technical education teachers: Vocational and technical education teachers who are employed for 11 or 12 months may, with prior approval of the principal, work on annual vacation leave days designated in the school calendar

and may use those annual vacation days during the eleventh or twelfth month of employment.

(m) Employees holding both full and part-time positions: Leave earned in a full-time position may only be used in the full time position. Leave benefits earned in the full-time position may not be applied to any current or subsequent part-time position.

~~(n) Instructional employees in specialized programs: Notwithstanding policy, instructional personnel, including teacher assistants, who teach in specialized programs such as art, music, physical education, drama, dance, etc., for which their attendance is necessary for a minimum of eleven (11) months may use annual vacation leave on days when students are in class, provided they have obtained written permission from their principal prior to taking the leave.~~