

**ANNUAL LEAVE**

The Terrebonne Parish School Board shall grant annual leave to all twelve (12) month full-time employees on the basis of the longevity schedule. The full-time employee who is less than a twelve (12) month employee, upon being hired as a twelve (12) month employee, shall receive credit for years of service in this system.

Annual leave shall be granted to employees according to the following:

<u>Years of Longevity</u>	<u>Annual Leave Allowed</u>
1-5	10 days
6-15	15 days
16 and over	20 days

The basis for calculating annual leave shall be the fiscal year. Those persons employed on a 12-month basis and having worked less than twelve (12) months shall be allowed annual leave days based on the ratio of months worked. No annual leave shall be granted for less than six (6) months of employment.

Beginning June 30, 2009, the maximum number of accumulated annual leave days shall be zero (0). All accumulated annual leave earned prior to this date will be retained unless used. Employees with accumulated annual leave days shall be required to use, at minimum, their annual allotment of annual leave days, within the fiscal year, without further accumulation.

Upon retirement or termination of employment, the employee may choose to be paid for any unused accumulated annual leave days or convert such unused accumulated annual leave to service credit for retirement purposes, in which case such conversion shall be governed by applicable statutes and/or rules and regulations for the respective retirement system.

Each department head (assistant superintendent/director) shall be responsible for establishment of departmental regulations for the administering of annual leave in a fair and equitable manner. All employee requests for annual leave must be applied for through the proper chain of command to the appropriate department head, who shall submit his/her decision to the Superintendent for ratification. Denial of annual leave shall be supported by valid written reasons.

An absence report shall be filed with the appropriate office responsible for administering personnel records.

Revised: July 1996

Revised: March 1998

Revised: April 1998

Revised: May 1998

Revised: February 2003

Revised: October 2008

Ref: La. Rev. Stat. Ann. §§11:754, 17:81, 23:631; Board minutes, 2-16-82, 8-6-85, 5-17-90, 4-21-92, 7-16-96, 3-17-98, 4-21-98, 5-19-98, 7-7-98, 2-18-03, 7-15-08, 8-19-08, 9-16-08, 10-21-08.