

## **ARTICLE XIV -- ANNUAL LEAVE (VACATION)**

### **Section 1. Accrual--Annual Leave (Vacation)**

- A. Accrual Rates -- full-time permanent twelve-month employees
  - 1. First three years of employment -- 1-1/4 days per month (15 days maximum per fiscal year).
  - 2. Fourth year of employment and thereafter -- 1-2/3 days per month (20 days maximum per fiscal year).
- B. Other Accrual Provisions
  - 1. A year of employment is defined as a year of service with the Miami-Dade County public school system which is creditable for a contract year, which is more than one-half the contractual period.
  - 2. A month, for annual leave purposes, is defined as each two consecutive pay periods, commencing with the first pay period of each fiscal year, which includes the first workday in July of such fiscal year.
  - 3. To receive credit for an accrual month, the employee must have 11 paid work days or more during any month (as defined above).
  - 4. The effective date of accrual rate changes shall be determined, as of July 1, following the fiscal year during which the employee completes the creditable service, as applicable.
  - 5. Responsible supervisors should make every effort to insure that earned annual leave is used on a current yearly basis in order to provide employees with vacation and proper rest and relaxation.
- C. If the employee has not used annual leave on a current basis, the employee may accrue a maximum of 62.5 days of annual leave.

### **Section 2. Annual Leave (Vacation) Scheduling**

- A. Annual leave (vacation) should be used to provide periodic vacation. Employees will be permitted the opportunity of taking a minimum of 10 consecutive days' vacation during a fiscal year, provided that number of annual leave days has been accrued. Annual leave may be used for purposes other than vacation when authorized by the supervising administrator.
- B. Upon reasonable notice, supervising administrators may require an employee to use any part of his/her accrued annual leave for vacation purposes at any time that is deemed advisable.
- C. Annual leave for an employee shall be so scheduled that there will be minimum

disruption of the operation of the school system.

- D. Schoolsite custodial staff shall not, for arbitrary or capricious reasons, be denied the opportunity to take annual leave during the winter recess.
- E. In setting annual leave schedules within departments of the M-DCPS, preference as to annual leave dates will be given to those employees with the greatest amount of service in the same classification.

### **Section 3. Compensatory Time**

In the event an employee is required to work on a holiday or the day it is observed, the employee shall be entitled to additional payment at his/her regular hourly rate for hours worked on the holiday or to compensatory time, subject to Article IX, Section 8(F).

### **Section 4. Early Dismissal**

The Superintendent shall excuse all employees at noon on the last workday preceding December 24 and January 1.

### **Section 5. Eligibility for Pay**

An employee who is not returning after the holiday is to be terminated on his/her last workday prior to the holiday and is not eligible for holiday pay.