

P4-08-008 Annual Leave

(Revised ~~September, 2012~~ **June, 2019**)

A. Monthly Pay Positions. Annual leave allowance will be provided for all employees in positions which require them to work 260 days per year. No annual leave will be awarded to employees working fewer than 260 days per year. Election to be paid in twelve monthly payments while working fewer than 260 days per year does not make one eligible to earn annual leave.

Annual leave, while earned on a monthly basis, will be credited in full on July 1 for the current school year. Annual leave allowances vary with length of 260-day service in Henrico County and Henrico County Public Schools as follows:

Less than five years - 104 hours per year
(8.666 hours earned per month)
Five but less than ten years - 130 hours per year
(10.833 hours earned per month)
Ten but less than fifteen years - 156 hours per year
(13 hours earned per month)
Fifteen but less than twenty years - 182 hours per year
(15.1666 hours earned per month)
Twenty but less than twenty-five years - 208 hours per year
(17.333 hours earned per month)
Twenty-five years or more - 234 hours per year
(19.5 hours earned per month)

The maximum annual leave balance which can be carried from one school year to the next is double the yearly rate. Accumulated leave in excess of this amount at the end of the M01 pay period (July 15th) will not be carried to the next fiscal year, except under unusual circumstances and only by written permission of the Superintendent. Personnel will still be credited with their annual leave for the next fiscal year on July 1.

Personnel occupying positions which require them to work 260 days per year who are assigned to a school shall follow the same work calendar as the Central Office Administration with the exception of the winter vacation. These personnel shall observe the winter vacation granted to students in accordance with the session calendar. School-based employees will be charged an annual leave day when the school building is closed and the Central Office building is open.

No absence will be granted which anticipates leave in excess of that to be accumulated by the end of the current school year.

The dates of absence and annual leave must be approved in advance by the department head. Upon separation an employee shall be entitled to payment for all credited annual leave earned not to exceed double the annual rate. The amount of compensation will be determined by multiplying the employee's daily rate by the number of days of unused leave. If an employee shall fail to complete the employment term and thereby earn less annual leave than he has used, a deduction equal to the employee's daily rate times the number of unearned leave days taken will be made from the last pay check.

B. Bi-Weekly Pay Positions. Annual leave allowances will be provided for all full-time employees occupying positions requiring them to work 260 days per year. No annual leave will be awarded to part-time employees or employees occupying positions which require them to work fewer than 260 days per year. Full-time biweekly employees, in order to accumulate annual leave, must be in pay status for at least

seven-eighths (7/8) of the standard hours in a pay period. An 80-hour employee must be in pay status for 70 or more hours.

Annual leave is earned on a biweekly basis. According to the employee's total length of 260-day service in Henrico County and Henrico County Public Schools, the allowances are as follows:

Less than five years - 104 hours per year

(four hours earned per pay period)

Five but less than ten years - 130 hours per year

(five hours earned per pay period)

Ten but less than fifteen years - 156 hours per year

(six hours earned per pay period)

Fifteen but less than twenty years - 182 hours per year

(seven hours earned per pay period)

Twenty but less than twenty-five years - 208 hours per year

(eight hours earned per pay period)

Twenty-five years or more - 234 hours per year

(nine hours earned per pay period)

The maximum annual leave balance which can be carried from one school year to the next is double the yearly rate. Accumulated leave in excess of this amount at the end of the B01 pay period will not be carried to the next fiscal year, except under unusual circumstances and only by written permission of the Superintendent. Personnel will continue to accumulate annual leave each pay period in the next fiscal year as long as they are in a pay status for at least seven-eighths (7/8) of the standard hours in a pay period. An 80-hour employee must be in pay status for 70 or more hours. Personnel under this annual leave plan shall follow the work calendar of central office administration.

The dates of absence under annual leave must be approved in advance by the person to whom the employee is directly responsible. Absences are to be reported bi-weekly on the forms provided.

Upon separation, an employee shall be entitled to payment for all credited annual leave earned, ~~not to exceed double the annual rate~~ **within one month of separation, for all unused accrued annual leave based on the employee's current rate of pay.** The amount of compensation will be determined by multiplying the employee's hourly rate by the number of hours of unused leave. Refer to Regulation [4-08-008](#), "Guidelines For Annual Leave Allowance."