

**FORT PAYNE CITY BOARD OF EDUCATION**

**REQUEST FOR ANNUAL LEAVE**

**12 MONTH EMPLOYEES**

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**DATES:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**NUMBER OF DAYS REQUESTED:** \_\_\_\_\_

**ALL 12 MONTH EMPLOYEES EARN TWELVE ANNUAL LEAVE DAYS EACH CONTRACT YEAR.**

**EMPLOYEE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINCIPAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SUPERINTENDENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**This form is to be approved and in the office three days before leave is taken.**

**Annual leave days do not carry over from one contract year to the next contract year.**

**Please see copy of Board Policy on back of this form**

**FILE: GBRK**

### **ANNUAL LEAVE**

The policy of the Fort Payne City Board of Education concerning annual leave and holidays is as follows:

1. All personnel employed on twelve month contracts earn a maximum of twelve annual paid vacation days.
2. If an employee has been employed for less than twelve months, accrued vacation time must be apportioned accordingly.
3. Forms should be filled out in advance requesting the days the employee would like to take for vacation. This must be approved first by the principal or supervisor and then by the Superintendent.
4. In the case of central office personnel and principals, only the approval of the Superintendent is necessary.
5. Vacation days can be used at any time throughout the year except when it creates a hardship for the school system.
6. Vacation days cannot be carried over from one year to the next.
7. In addition to 12 annual leave days, employees on 12 month contracts shall have the following days as paid holidays:
  - a. Fourth of July
  - b. Labor Day
  - c. Veteran's Day
  - d. Thanksgiving Thursday and Friday
  - e. Christmas Eve and Day
  - f. New Year's Eve and Day
  - g. Martin Luther King Day
  - h. Memorial Day

If the holiday falls on Saturday, the employee shall be given the preceding Friday. If the holiday falls on Sunday, the employee shall be given the following Monday.