

HUMAN RESOURCES

Leave and Leaves of Absence

Annual Leave

This regulation supersedes Regulation 4813.5.

I. PURPOSE

To establish annual leave as provided by the School Board for all 12-month employees in positions with assigned workdays.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Section III. includes FCPS declared emergencies.
- B. Section IV. language has been changed to clarify eligible employees.
- C. Section V.B. adds language to clarify “years of service” for the purpose of earning annual leave.
- D. Section V.C. adds language regarding employees transferring from Fairfax County government.
- E. Section V.D. adds language regarding employees retired from Fairfax County government.
- F. Section V.E. adds language regarding employees returning to eligible employment within one year of separation.
- G. Section V.F. adds language regarding employees returning to eligible employment after one year of separation.
- H. Section VI. changed to include use.
- I. Section VI.D. clarifies when annual leave must be preapproved.
- J. Section VI.E. adds language regarding when annual leave may cover time taken for sick leave.
- K. Section VII. changed days accumulated to hours accumulated and refers back to section V. for years of service.
- L. Section X.A. clarifies procedure for payment of unused annual leave.
- M. Section X.C. deleted wording regarding employees returning to eligible employment within one year earning annual leave based on years of service prior to separation.

III. DEFINITION

Annual leave is paid time off work to be used at the employee's convenience with approval of the employee's immediate supervisor. It may also be used on days when a liberal leave policy is in force due to inclement weather or other FCPS declared emergencies.

IV. ELIGIBLE EMPLOYEES

Employees assigned to 12-month positions with assigned workdays are eligible to accrue and use annual leave.

V. EARNINGS RATE

A. The following schedule details the rate at which annual leave will be earned and the maximum days earned per year:

Years of Service	Maximum Days Earned Per Year
0	13
1	14
2	15
3	16
4	17
5	18
6	19
7	20
8	21
9	22
10	23
11	24
12	25
13+	26

B. Years of service for the purpose of earning annual leave are based on all service whether full- or part-time, since the employee's date of last hire, in positions that have assigned workdays. Temporary hourly employment shall not be credited toward years of service.

C. An employee transferring from the Fairfax County government with no break in service will be given credit for years of service in a leave-eligible position.

D. Employees who have retired from the Fairfax County government shall earn leave based only on eligible service with FCPS.

- E. Employees who return to eligible employment within one year will earn leave based on years of service that include eligible years of service prior to separation.
- F. An employee who returns to eligible employment after one year will earn leave based only on his or her eligible years of service since his or her rehire date.

VI. CREDITING AND USE

- A. Annual leave will be credited to employees with the same frequency with which they are paid, either monthly or biweekly. Annual leave will not be available for use until the pay period after the pay period in which it was earned.
- B. Annual leave shall be earned and credited as long as an employee is in a paid status. Short-term disability, long-term disability, and workers' compensation are not considered paid statuses for the purpose of earning annual leave.
- C. Annual leave may be used only by employees in 12-month positions. An employee moving from an annual leave-eligible position to one that does not accrue annual leave will be paid for the accumulated annual leave.
- D. Annual leave must be preapproved by the employee's supervisor except in the case of a liberal leave policy.
- E. If an employee does not have sufficient sick leave to cover sick leave use in a pay period, annual leave will automatically be debited to cover as much of the shortage as possible.

VII. ACCUMULATION AND CONVERSION OF ANNUAL LEAVE

- A. Years of service for the purpose of accumulation and conversion will be the same as defined in section V.
- B. Annual leave may be accumulated as follows:
 - 1. A maximum of 240 hours annually during the first ten years of service.
 - 2. A maximum of 320 hours annually after ten years of service.
- C. Annual leave accumulated in excess of the maximum amounts shall be converted to sick leave as follows:
 - 1. On June 30 of each fiscal year for all employees paid monthly.

2. At the end of the pay period that includes June 30 for all employees paid biweekly.

VIII. RECIPROCITY OF ANNUAL LEAVE

Accumulated annual leave is reciprocal between the school system and the Fairfax County government and may be transferred between entities if there is no break in employment when the employee moves between organizations. See section X., Payment of Unused Annual Leave, for an alternative payment option when transferring to Fairfax County government.

IX. APPROVAL RESPONSIBILITY

The principal, program manager, or his or her designee is authorized to approve annual leave for employees under his or her supervision. A leave request should be submitted far enough in advance to allow time for an approval decision prior to the beginning date of the requested leave.

X. PAYMENT OF UNUSED ANNUAL LEAVE

- A. Upon termination of employment, or transfer to a nonannual-leave-eligible position, an employee shall be paid for his or her accumulated annual leave balance. The rate at which the annual leave balance is to be paid is based on the rate of pay at the time of termination or the rate of pay of the 12-month position prior to the transfer. The annual leave payout will be processed as a separate paycheck following the last regular 12-month payment. Employees hired on or after July 1, 1998, into an annual leave-eligible position, including employees already working for the school system but not eligible to earn annual leave, will not be paid for any leave in excess of the applicable caps (see section VII., Accumulation and Conversion of Annual Leave). Any annual leave in excess of the applicable cap will be converted to sick leave.
- B. Employees transferring to the Fairfax County government--with no break in service--will be paid for accumulated annual leave by default. In lieu of payment, an employee may request a transfer of accumulated annual leave. The request for transfer of accumulated annual leave must be made in writing by the employee or by Fairfax County government on behalf of the employee. Such requests must be received by the Office of Payroll Management within one month of termination. The choice between a payment or a transfer of accumulated leave is a one-time, irrevocable election.
- C. A former employee who returns to eligible employment and received a payment for unused annual leave shall not have annual leave days reinstated.