

**CHAPTER 6.00 – HUMAN RESOURCES**

**ANNUAL/VACATION LEAVE**

**6.541\***

- I. All full-time employees working on a twelve-month basis shall earn vacation leave as follows:

Continuous and Creditable Service	Vacation Leave Earned
Through sixty (60) months	1/2 day per month (6 days per year)
Sixty one (61) through one hundred twenty (120) months	3/4 days per month (9 days per year)
Over one hundred twenty (120) months	1 days per month (12 days per year)

- II. Vacation time accumulation shall be limited to no more than 60 days. At June 30<sup>th</sup> of each year, any accrual of vacation time in excess of 60 days will be forfeited. The increased vacation rate starts with the calendar month following the month the employee completes the fifth (5<sup>th</sup>) or tenth (10<sup>th</sup>) year of continuous service.
- III. An employee’s approval for vacation leave will be determined by the employee’s immediate supervisor based on consideration of the work schedule.
- IV. Requests for utilization of accrued vacation time shall be submitted in writing to the employee’s immediate supervisor two (2) weeks in advance, except in cases of an emergency nature.

**STATUTORY AUTHORITY:** 1001.41; 1012.22; 1012.23, F.S.

**LAWS IMPLEMENTED:** 1001.43; 1012.22; 1012.62; 1012.66, F.S.

**STATE BOARD OF EDUCATION RULES:** 6A-1.082

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FORMERLY:

**NOTES:**