



BOARD OF EDUCATION  
**POLICY 7110**  
**ANNUAL LEAVE FOR**  
**ADMINISTRATIVE PERSONNEL**

Effective: July 1, 2005

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**I. Policy Statement**

The Board of Education provides administrative personnel periods of relief from their duties through paid annual leave.

**II. Purpose**

To provide guidelines for the assignment of annual leave and provisions related to its use.

**III. Definitions**

- A. Administrative personnel - professional staff members who are assigned on a twelve-month basis.
- B. Annual leave – Approved absence from work with pay.

**IV. Standards**

- A. The provisions of this policy apply to all administrative personnel in the Howard County Public School System who are assigned on a twelve-month basis, except as otherwise provided by a negotiated agreement.
- B. Administrative personnel shall receive 20 days of annual leave each year.
- C. Annual leave for a given year shall be calculated from July 1 to June 30.
- D. Personnel hired after July will have their annual leave prorated from their first duty day to June 30.
- E. Personnel whose first duty day is before the 15th of the month will receive annual leave for that month.
- F. Personnel employed after the 15th of the month will receive no annual leave for that month.
- G. Personnel are expected to use all accumulated annual leave each year.
- H. Annual leave carryover at the end of each year (i.e., as of June 30) cannot exceed a total of 40 days.

- I. Annual leave will be scheduled by mutual consent of the administrator and the Superintendent/designee.

**V. Compliance**

- A. The Chief Operating Officer has the overall responsibility for implementing this policy.

**VI. Delegation of Authority**

The Superintendent is authorized to develop procedures for the implementation of this policy.

**VII. References**

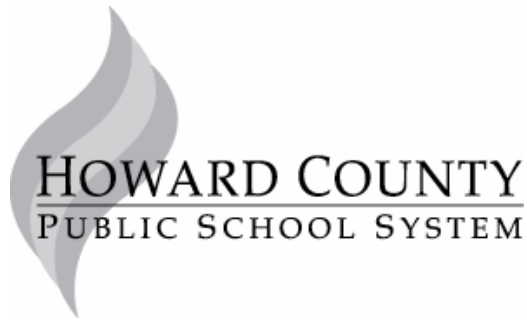
- A. Legal
- B. Other Board Policies

ADOPTED: December 5, 1967

AMENDED: June 28, 1990

January 13, 2005

EFFECTIVE: July 1, 2005



**POLICY 7110-PR**  
IMPLEMENTATION PROCEDURES  
**ANNUAL LEAVE FOR**  
**ADMINISTRATIVE PERSONNEL**

Effective: July 1, 2005

- I. Annual leave will be earned each month and recorded in accordance with the following schedule:

**ANNUAL LEAVE CREDIT CHART**

<u>Month</u>	<u>No. of Days</u>
July	1.5
August	2.0
September	1.5
October	1.5
November	2.0
December	1.5
January	1.5
February	2.0
March	1.5
April	1.5
May	2.0
June	1.5

- II. Absences in excess of accumulated annual leave will not be allowed except with the approval of the Superintendent.
- III. All annual leave shall be used before the effective date of termination of employment. By special permission of the Superintendent a settlement payment may be granted not to exceed 40 days.
- IV. Problems not covered by the annual leave policy will be given consideration on an individual basis by the Superintendent.

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