



Policy GBRI – Professional Personnel Personal Leaves and Absences



DeKalb County
School District

A group of people in a meeting, overlaid with a blue tint. The image shows several individuals, including a man in a plaid shirt on the left and a woman in a striped shirt in the center, looking towards the right. The background is slightly blurred, suggesting an office or meeting room setting.

C. Vacation Leave

Vacation Leave Accrual Rates

(no change)

| Service Date/ Tenor | Accrual Days / Year | Accrual Hours / Year | Hours Per Pay Period |
|---------------------|---------------------|----------------------|----------------------|
| 1 | 10 | 80 | 3.33 |
| 2 | 10 | 80 | 3.33 |
| 3 | 10 | 80 | 3.33 |
| 4 | 10 | 80 | 3.33 |
| 5 | 10 | 80 | 3.33 |
| 6 | 11 | 88 | 3.67 |
| 7 | 12 | 96 | 4.00 |
| 8 | 13 | 104 | 4.33 |
| 9 | 14 | 112 | 4.67 |
| 10 | 15 | 120 | 5.00 |
| 11 | 16 | 128 | 5.33 |
| 12 | 17 | 136 | 5.67 |
| 13 | 18 | 144 | 6.00 |
| 14 | 19 | 152 | 6.33 |
| 15+ | 20 | 160 | 6.67 |

Vacation Leave Bank

C. VACATION LEAVE

Full-time, twelve-month employees who have completed a minimum of ninety days of service in the District will earn ten days of vacation per year during the first five years of continuous employment. During each additional one-year period of continuous service, the employee earns one more day of vacation than that earned the preceding year, not to exceed twenty days of vacation per year. Unused vacation days may be accumulated up to a maximum of thirty days in addition to vacation earned during the current year of service, but no more than one-half of the earned but unused vacation of the previous year may be accumulated. If separation occurs, the employee will be paid for all accumulated, unused vacation. All requests for vacation leave must be submitted, in writing, to the employee's principal or supervisor at least two weeks prior to the requested leave date. The employee's principal or supervisor has the right to approve or deny the employee's request for vacation leave.

~~Unused vacation days may be accumulated up to a maximum of thirty days in addition to vacation earned during the current year of service, but no more than one-half of the earned but unused vacation of the previous year may be accumulated.~~

Employees are encouraged to take vacation annually. The maximum amount of unused vacation that may be accrued at any point is forty-five (45) days. Any leave balance more than forty-five (45) days is forfeited at the end of each pay period. Upon retirement/resignation, employees will be paid for no more than forty-five (45) days of unused vacation.

Why?

- Misapplication of policy noted as part of FY22 and FY23 audit.
- Part of the FY23 Corrective Action Plan submitted to GaDOE
- Simplify policy and increase employee understanding
- Align policy to Munis Time and Attendance tool.

Financial Impact

**As of 3/15/2024*

| Row Labels | Count of Employee Number |
|-------------|--------------------------|
| 0-5 | 621 |
| 6-10 | 342 |
| 11-15 | 216 |
| 16-20 | 127 |
| 21-25 | 132 |
| 26-30 | 90 |
| 31-35 | 121 |
| 36-40 | 164 |
| 41-45 | 339 |
| 46-50 | 1 |
| Grand Total | 2153 |

| Check Date | Cycle | Accrual |
|------------|--------------|---------|
| | 15-Mar 24S17 | 0.833 |
| | 31-Mar 24S18 | 0.833 |
| | 15-Apr 24S19 | 0.833 |
| | 30-Apr 24S20 | 0.833 |
| | 15-May 24S21 | 0.833 |
| | 31-May 24S22 | 0.833 |
| | 15-Jun 24S23 | 0.833 |
| | 30-Jun 24S24 | 0.833 |
| | | 5.833 |

As of 3/15/2024 only one employee had more than 45 days accrued. This balance will grow as subsequent FY25 payrolls are processed. By 6/30 many will have reached the cap of 50.

Financial Impact

- Between 250-350 will have 45-50 days by 5/31
- Plan is to buy down days in excess of 45 (maximum 5 days) after the 6/15 payroll.
 - The total immediate impact is less than \$300,000. We already carry this liability on the books as a compensated absence liability.
 - Our overall long-term liability and future payouts are reduced, positively impacting our long term financial picture.

NEXT STEPS

| April 15 th | First Read |
|--|--------------------------------------|
| April 15 th – May 6 th | Public Comment |
| May 6 th | Board Approval |
| May 7 th – May 31 st | Employee Notification / Education |
| May 31 st | Measurement Date after 24S22 Payroll |
| June 1 st | New Policy Takes Effect |
| June 7 th | Accrual buy down payout |



QUESTIONS