



Policy GBRI – Professional Personnel Personal Leaves and Absences



DeKalb County
School District



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

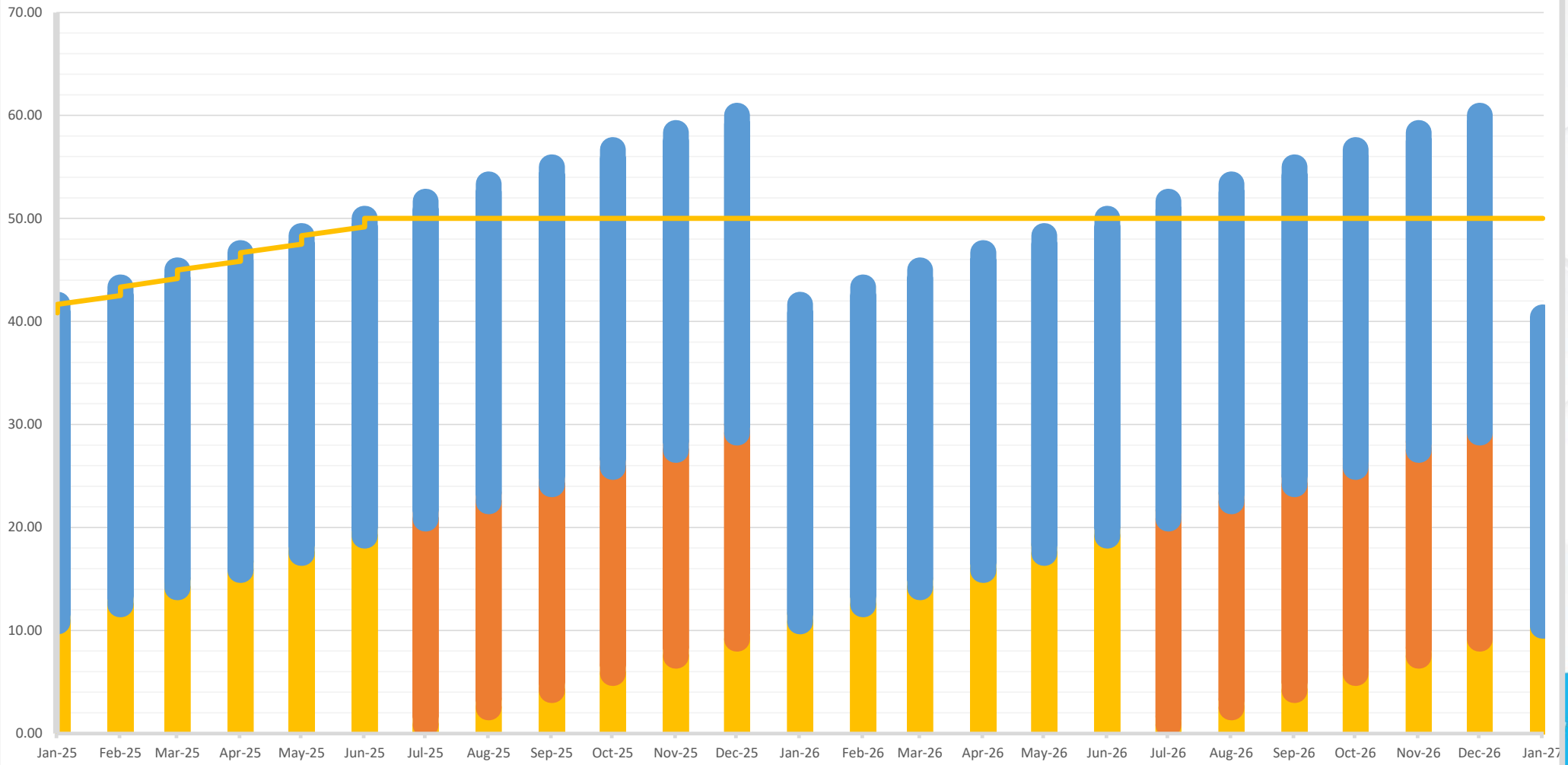
Full-time, twelve-month employees who have completed a minimum of ninety days of service in the District will earn ten days of vacation per year during the first five years of continuous employment. During each additional one-year period of continuous service, the employee earns one more day of vacation 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 fifty(50) days. Any leave balance more than fifty (50) days is forfeited at the end of each pay period. Upon retirement/resignation, employees will be paid for no more than fifty (50) days of unused vacation.

Vacation Policy Comparison

VCF Current Year VAC Rollover VCR Lifetime Bank New Policy



Why?

- Misapplication of policy noted as part of FY22 and FY23 audit.
 - Vacation Rollover
- Part of the FY23 Corrective Action Plan submitted to GaDOE
- Simplify policy and increase employee understanding

Implementation Recommendation

- Current practice allows employees to use accrued leave from current fiscal year through 12/31
- Implementation Recommendation:
 - Implement the new policy over the next six months. Allow employees that may have planned on taking vacation earned this fiscal year (from Vacation Roll) before 12/31.
 - Cap of 50 will be enforced on January 1st, 2025
- Financial Impact:
 - N/A – Employees can use leave earned in FY24 through 12/31/2024.

NEXT STEPS

May 6 th	First Read
June 10 th	Board Approval
By June 30 th	Consolidate Buckets
July 15 th through Dec 31 st	Allow employees to use leave rolled over from FY24
January 1 st 2025	New policy is in FULL effect (cap at 50 for each payroll)



QUESTIONS