

GARK-R Vacations

6/23/23

RATIONALE/OBJECTIVE:

The Cobb County School District (District) is aware that time away from one’s job rejuvenates employees physically and attitudinally, resulting in a positive impact on productivity and quality of work. In acknowledgement of this awareness, District employees who work an annual employment year are eligible to earn vacation leave.

RULE:
A. VACATION:
1. Out-of-District Service:

Employees who have job related experience outside of the District will be granted credit for up to five (5) years of service towards vacation accrual (see * in table below).

2. Vacation Leave Accrual:

- a. The rate of accrual of vacation leave is credited on the anniversary date of employment.
- b. An employee’s vacation leave accrual rate is determined by a combination of his/her years of employment in both education (or a related field) and the District in accordance with applicable Human Resources guidelines. Employees who have been employed in education (or a related field) or the District:
 - (1) Fewer than ten (10) years earn vacation leave at the rate of $\frac{5}{6}$ day per complete month of service up to an annual maximum of ten (10) vacation days per year (see ** in table below);
 - (2) Ten (10) years with a minimum of five (5) years in the District earn vacation leave at the rate of 1 and $\frac{1}{4}$ days per complete month of service up to an annual maximum of fifteen (15) vacation days per year;
 - (3) Twenty (20) years of service with a minimum of fifteen (15) years in the District will earn vacation leave at the rate of 1 and $\frac{2}{3}$ days per complete month of service up to an annual maximum of twenty (20) days of vacation leave *** in table below).

VACATION LEAVE ACCRUAL			
COBB EXPERIENCE (5 years minimum for prior years to count) +	PRIOR JOB RELATED EXPERIENCE (5 years maximum) =	TOTAL EXPERIENCE (20 years maximum) =	ACCRUAL RATE PER MONTH
$\frac{5}{6}$ of Day Per Month Accrual Rate			
1 year	N/A	1 year	$\frac{5}{6}$ of day
2 years	N/A	2 years	$\frac{5}{6}$ of day
3 years	N/A	3 years	$\frac{5}{6}$ of day
4 years	N/A	4 years	$\frac{5}{6}$ of day
*5 years	0	5 years	$\frac{5}{6}$ of day
5 years	1 year	6 years	$\frac{5}{6}$ of day
5 years	2 years	7 years	$\frac{5}{6}$ of day
5 years	3 years	8 years	$\frac{5}{6}$ of day

5 years	4 years	9 years	$\frac{5}{6}$ of day
1¼ Days Per Month Accrual Rate			
5 years	5 years	10 years	1¼ days
6 years	5 years	11 years	1¼ days
7 years	5 years	12 years	1¼ days
8 years	5 years	13 years	1¼ days
9 years	5 years	14 years	1¼ days
**10 years	N/A	10 years	1¼ days
10 years	5 years	15 years	1¼ days
11 years	5 years	16 years	1¼ days
12 years	5 years	17 years	1¼ days
13 years	5 years	18 years	1¼ days
14 years	5 years	19 years	1¼ days
1²/₃ Days Per Month Accrual Rate			
15 years	5 years	20 years	1 ² / ₃ days
16 years	5 years	21 years	1 ² / ₃ days
17 years	5 years	22 years	1 ² / ₃ days
18 years	5 years	23 years	1 ² / ₃ days
19 years	5 years	24 years	1 ² / ₃ days
***20 years	N/A	20 years	1 ² / ₃ days

3. Accumulation:

a. Maximum Accumulation:

An employee may accumulate up to four (4) times the amount of vacation leave he/she earns annually.

b. Excess Accumulation:

- (1) Employee vacation leave accounts will be evaluated at the end of the fiscal year;
- (2) Employees will be notified if their vacation leave account exceeds the maximum accumulation allowed; and
- (3) Any excess days not used by September 30 will be deducted from the employee's vacation leave account.

4. Use:

An employee may take accumulated vacation days at any time subject to the following guidelines and with the approval of his/her supervisor or the Superintendent or designee.

a. Minimum Use Requirements:

- (1) Each employee is expected to use half ($\frac{1}{2}$) of the number of vacation leave days earned each year, following this guideline. Employees earning:
 - (a) 10 vacation days per year must use a minimum of 5 of those days within the fiscal year in which they are earned;
 - (b) 15 vacation days per year must use a minimum of 7 of those days within the fiscal year in which they are earned; and
 - (c) 20 vacation days per year must use a minimum of 10 of those days within the fiscal year in which they are earned.
- (2) If an employee does not fulfill the above minimum use requirement, the appropriate number of days will be deducted from his/her vacation leave account to equal the required minimum. Such deduction from the employee's vacation leave account will be reflected in the employee's July paycheck.
- (3) Employees who have not been in a position earning vacation for one full fiscal year (July 1 through June 30) will not have their vacation leave account reduced for failure to fulfill the minimum use requirement.

b. Maximum Use Limitation:

An employee may not:

- (1) Exceed the number of vacation days accumulated in their vacation leave account;

- (2) Use more vacation days in a fiscal year than he/she earns in the same fiscal year, unless he/she makes prior arrangements with his/her supervisor and the Superintendent to use additional days accumulated in the employee's vacation leave account; nor
- (3) Combine two years' vacation maximum uses with the first scheduled at the end of one fiscal year and the second at the beginning of another fiscal year without the prior approval of the Superintendent.

c. **Critical Days:**

Approval for an employee to take vacation leave can be withheld for those days identified as critical days (Administrative Rule GARH-R [Leaves and Absences]), except with the advance approval of the immediate supervisor and the Superintendent or designee.

5. **Reimbursement:**

a. **Unused Vacation Leave:**

An employee who resigns, retires, or changes from annual administrative or annual operational employment to less-than-annual employment, will be reimbursed for accumulated vacation leave at the employee's current daily rate for each day of vacation accumulated up to the maximum described above.

b. **Re-employment:**

A District employee who:

- (1) Was previously compensated for accumulated, unused vacation leave days at the time of a voluntary interruption of service; and
- (2) Has returned to annual service in the District;

may again earn and accumulate vacation leave days as provided in this Rule.

B. HOLIDAYS:

1. Holidays are identified on the appropriate District calendar (Board Policy AEA [School Calendar]).
2. 258-day annual employees receive fourteen (14) paid holidays per year as indicated on the District holiday schedule/calendar.

Approved: 2/14/73

Revised: 5/84/74; Reviewed: 7/74

Revised: 5/13/75; Reviewed: 7/28/77

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Reclassified an Administrative Rule: 9/1/04

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Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCD)

Revised: 9/23/16; 7/1/18; 5/24/19; 6/10/21; 2/10/22; 6/23/23