

**Absences, Leaves and Vacations****HOLIDAY AND ANNUAL (VACATION) LEAVE**

Guidelines for the observance of holidays and for the accrual, use, and payment of annual (vacation) leave are established in this Rule for all employees of Miami-Dade County Public Schools.

## I. Holiday Leave

## A. Legal Holidays

1. The following days normally shall be observed as paid legal holidays by all twelve-month employees of the Miami-Dade County school system:

Independence Day - July 4  
 Labor Day - First Monday in September  
 Veterans Day - November 11  
 Thanksgiving Day - Fourth Thursday in November  
 Christmas Day - December 25  
 New Year's Day - January 1  
 Martin Luther King's Birthday - Third Monday in January  
 All Presidents' Day - Third Monday in February  
 Memorial Day - Last Monday in May

The actual designated days may vary from year to year dependent upon Board action which would specify alternate days for the ones listed above. Refer to rules 6Gx13- 6A-1.02 and 6Gx13- 6C-1.02 for Board-approved calendar.

2. Holiday leave and recess periods for ten-month personnel are determined by the calendar adopted annually by the Board. (See Rules 6Gx13- 6A-1.02 and 6Gx13- 6C-1.02.)

## B. Board Approved Holidays

In addition to paid legal holidays the following three days have been approved as official paid holidays for twelve-month employees:

Friday following the fourth Thursday in November (Thanksgiving);

Two days in addition to December 25.

In the event December 25 falls on Saturday, the holidays shall be observed on Thursday, Friday, and Monday.

In the event December 25 falls on Sunday or Monday, holidays shall be observed on Monday, Tuesday, and Wednesday.

C. Legal Holiday falling on Saturday or Sunday

When a legal holiday falls on Saturday or Sunday, it shall be observed respectively on the preceding Friday or the following Monday for personnel not regularly scheduled to work on the respective Saturday or Sunday. In the event employees are scheduled to work on such Saturday or Sunday they shall be granted such holidays on the days on which the holiday occurs.

D. Compensatory Day

In the event an employee is required to work on a holiday or the day it is observed, such employee shall be entitled to a compensatory day off, except as specified in labor contracts or in provisions of the Manual of Procedures for Managerial Exempt Personnel (MEP).

E. Early Dismissal

The Superintendent of Schools is authorized to dismiss all employees at noon on the last workday preceding a holiday, with the provision that, if the last workday preceding a holiday date is a regularly scheduled school day, the Superintendent of Schools may assign the equivalent amount of time to an alternate date.

F. Eligibility for Pay

1. An employee who is in a pay status for at least one day during the ten working days preceding the holiday or recess, is eligible for holiday or recess pay.
2. An employee who is not returning after the holiday is to be terminated on his/her last workday prior to the holiday and is not eligible for holiday pay.

II. Annual Leave (Vacation Leave) - Twelve-Month Employees

Twelve-month employees shall be allowed to accumulate and carry forward unused annual leave to be added to their next year's annual leave, not to exceed legal limitations and in accordance with this Rule.

- A. Vacation accrual rates and vacation accrual limits are specified in labor contracts for employees represented by exclusive bargaining agents.

B. Accrual - Exempt Managerial and Exempt Confidential Personnel

1. Rates

- a. First three years of employment - 15 days per fiscal year,
- b. Fourth year of employment and thereafter - 24 days per fiscal year.

2. Accrual Limits

Effective July 1, 2001, employees shall be permitted to accumulate annual leave up to a maximum of 60 days.

C. Regulations - Accrual

1. A year of creditable service for annual leave purposes is defined as over one-half of the employee's contractual period.
2. A month for annual leave purposes is defined as each two consecutive pay periods beginning with the first pay period of each fiscal year (the pay period which includes the first workday in July).
3. Annual leave is accrued each month (as defined in 2. above) in which the employee is eligible for pay for eleven days or more.
4. Accrual rate changes are effective on July 1, following the fiscal year during which the employee completes three years of creditable service as applicable.
5. An employee shall continue to earn annual leave credit while on a paid leave of absence except in the case of an employee who is granted professional leave with pay or is granted annual leave in conjunction with his/her resignation or termination of employment.

D. Regulation for Use of

1. Annual leave should be used to provide periodic vacation and employees should be permitted the opportunity of taking a minimum of ten consecutive days vacation during a fiscal year provided that number of annual leave credits has been accrued. Annual leave credits may be used for purposes other than vacation when authorized by the responsible supervisor.
2. Responsible supervisors should make every effort to insure that earned annual leave is used on a current yearly basis in order to provide eligible employees with vacation and proper rest and relaxation.

3. Use of annual leave shall not be authorized prior to the time it is earned and shall be used only with the approval of the responsible supervisor.
  4. Annual leave for an employee shall be so scheduled that there will be minimum disruption of the operation of the school system.
- E. Regulations Governing Payment of Earned Annual Leave Upon Termination, Retirement or Death
1. Upon termination or retirement, an employee shall be paid for his/her unused annual leave. Such payment shall be made at the rate of pay by which the employee was paid on his/her last workday.
  2. In case of the death of an employee, payment of unused annual leave shall be made to the employee's beneficiary, estate, or as provided by law.
  3. No special or advance issuance of checks shall be authorized.

Specific Authority: 230.22(2); 230.23(22) F.S.

Law Implemented, Interpreted, or Made Specific: 121.021(24); 231.39; 231.434; 231.481; 236.02(3); 683.01 F.S.; 6A-1.082 FAC

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

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