

SAAAAC/AACPS Tentative Agreement

10.2 Normal Use

A. Twelve-Month Employees

1. Permanent twelve-month clerical, technical, and secretarial employees in Unit IV shall have their wishes honored as to when they want to take annual leave provided that the taking of such leave does not conflict with the needs of the school system as determined by the immediate supervisor. Annual leave shall not be taken at the beginning of the school year when teachers return and for the first five (5) school days the students are in session, or at the end of the school year for the last five (5) days the students are in session and until after the teacher's last day without permission of the immediate supervisor.
2. Usage of Annual Leave shall be based on what the employee is earning at the time leave is used.
3. *If conflict arises among Unit IV employees regarding the scheduling of ~~for~~ annual leave and the effected individuals cannot come to an agreement on who should have priority, AACPS (county wide) seniority will be used as a last resort to resolve said leave dispute. Staff members are encouraged to come to an agreement on such issue.*
 - a. *Supervisors will give special consideration to the Unit IV employee who submitted leave first and include but are not limited to the following circumstances:*
 - i. *Wedding or graduation of the Unit IV employee's immediate family;*
 - ii. *Attendance at ceremonies where Unit IV employee's immediate family member is receiving an award;*
 - iii. *Spouse or child is leaving or returning from military service;*
 - iv. *Closing loans on real estate (Personal Property only);*
 - v. *Court appearances not covered under Article 11.5 (Court Appearance);*
 - vi. *Funeral of a close friend or neighbor;*
 - vii. *Transporting dependent child to and/or from college;*
 - viii. *Moving from or to a residence;*
 - ix. *Coordination of schedules or advance reservations and/or payment are required for vacation rentals, travel arrangements, etc.*
 - b. *Seniority may not always be applied in instances when a Unit IV employee consistently requests the same day(s) for annual leave.*

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- 4. There shall be nothing that prohibits a Unit IV employee from submitting annual leave request up to one year in advance and receiving a response from the applicable immediate supervisor within ten (10) duty days. If approval is granted, it cannot be reversed based on a more senior individual requesting the same day or range of dates.*

Italics represents new language

Ratified by SAAAAC on June 20, 2017

Ratified by AACPS BOE on June 21, 2017