

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** GC, GC-RAQ

**Responsible Office:** OFFICE OF HUMAN RESOURCES

### ANNUAL AND PERSONAL BUSINESS LEAVE

#### A. PURPOSE

To establish procedures for the accrual, use, and disposition of annual and personal business leave.

#### B. BACKGROUND

The Board of Education of Anne Arundel County provides permanent employees with opportunities for approved absence through paid annual or personal business leave.

This regulation shall be implemented in compliance with the provisions of the applicable negotiated agreements, the provisions of which shall supersede any language that may be inconsistent.

#### C. DEFINITIONS

1. ***Accrual Rate*** – the rate at which an employee earns annual leave or paid time off.
2. ***Annual Leave*** – paid time off accrued by 12-month employees for personal use as approved by their supervisor.
3. ***Carryover*** – the numbers of days of accrued or unused leave days that may carry over from one year to the next year.
4. ***Liberal Leave*** – refers to a status, identified by the school system during serious weather or emergency conditions, which would allow employees to use their available personal business or annual leave. Employees are expected to use their judgment to determine if they can report to work without taking unnecessary risks regarding their safety. When liberal leave is declared by the school system, employees may request to use available personal business or annual leave on an emergency basis without the usual advance notice that regularly is required. If an employee elects not to report to work when liberal leave is declared and has no

available annual or personal business leave, then that time shall be unpaid.

Liberal leave does not apply to emergency essential employees. Emergency essential employees are required to report for work as specified within the applicable negotiated agreements when liberal leave is declared, unless they are specifically notified otherwise.

5. ***Permanent Employee*** – an employee hired to work in a position budgeted as a permanent position with Anne Arundel County Public Schools (AACPS). Permanent employees are assigned to an employee Unit governed by negotiated agreements (Units I, II, III, and IV) or terms of employment (Units V and VI).
6. ***Personal Business Leave*** – paid time off provided to 10-month employees for personal use as approved by their supervisor.
7. ***Temporary Employee*** – an employee hired to work on a temporary basis in a position that is not a budgeted position with AACPS.
8. ***Use or Lose*** – the days of accrued and unused leave that must be used in the current year that may not qualify for carryover and shall therefore be lost and subtracted from leave balance.

## **D. PROCEDURES**

### **1. Units I – IV**

Employees in these bargaining groups shall be subject to the provisions for accrual and use of annual or personal business leave in accordance with the applicable negotiated agreements.

### **2. Unit V – 12-Month Professional Support Staff – Annual Leave**

- a. **Accrual Rate:** Full-time employees accrue 1 day of annual leave per pay period, for a total of 26 days per year. Part-time employees accrue annual leave *pro rata* based on full-time equivalent (FTE) hours.
- b. **Usage:** Use of annual leave is subject to pre-approval by the employees' supervisor.
- c. **Carryover:** Accrued and unused annual leave may be carried over from one year to the next subject to the terms of employment for Professional Support Staff. The maximum number of accrued and unused days of annual leave may not exceed the total number of days stipulated in the terms of employment for Professional Support Staff.

- d. **Use or Lose:** As a result of days lost due to carryover limitations, unused annual leave may be converted to accumulated sick leave.
- e. **Exception in Year of Retirement:** In the last year of employment prior to retirement, staff members may carry over additional unused annual leave days in accordance with the terms of employment for Professional Support Staff.

### 3. Unit V – 10-Month Professional Support Staff – Personal Business Leave

- a. **Availability:** Personal business leave days are provided to 10-month Professional Support Staff in accordance with the terms of employment for Professional Support Staff.
- b. **Maximum:** The maximum number of personal business leave days that may be accumulated is indicated in the terms of employment for Professional Support Staff.
- c. **Carryover:** Unused personal business leave shall be cumulative up to a maximum number of days as specified in the terms of employment for Professional Support Staff.
- d. **Use or Lose:** As a result of days lost due to carryover limitations, unused personal business leave may be converted to accumulated sick leave. 2 days of accrued and unused personal business leave shall automatically convert to sick leave. Additional days may be converted to sick leave.

### 4. Unit VI – Executive Staff – Annual Leave

- a. **Accrual Rate:** Full-time employees accrue 1 day of annual leave per pay period, for a total of 26 days per year. Part-time employees accrue annual leave *pro rata* based on FTE hours.
- b. **Usage:** Use of annual leave is subject to pre-approval by the employees' supervisor.
- c. **Carryover:** Accrued and unused annual leave may be carried over from one year to the next subject to the terms of employment for Executive Staff. The maximum number of accrued and unused days of annual leave may not exceed a total number of days as stipulated in the terms of employment for Executive Staff.
- d. **Use or Lose:** As a result of days lost due to carryover limitations, unused annual leave may be converted to accumulated sick leave.
- e. **Exception in Year of Retirement:** In the last year of employment prior to retirement, staff members may carryover additional unused annual leave in

accordance with the terms of employment for Executive Staff.

#### 5. Compensation for Accumulated and Unused Annual Leave

Permanent employees who leave AACPS shall be reimbursed for accumulated annual leave at the per diem rate of pay on the final day of employment, not to exceed the maximum number of days of annual leave days specified in the applicable negotiated agreement or terms of employment. In the event of an employee's death, such amount shall be paid to the employee's estate.

- a. An employee who retires from AACPS in accordance with the provisions of the Maryland State Retirement and Pension System shall have the employee's annual leave payout made in cash or deferred compensation, according to the terms of the AACPS Special Pay Plan.
- b. An employee who resigns from AACPS after 15 years of employment with AACPS shall have the employee's annual leave payout made in cash or deferred compensation, according to the terms of the AACPS Special Pay Plan.

#### 6. Compensation for Accumulated and Unused Personal Business Leave

Permanent employees who retire from AACPS shall be reimbursed at the sick leave daily rate up to the maximum number of personal business days specified in the applicable negotiated agreement or terms of employment, as well as the AACPS Special Pay Plan. In the event of an employee's death, such amount shall be paid to the employee's estate.

#### 7. Reduction of Work Schedule

- a. When a 12-month employee with an accumulated balance of annual leave days has the employee's work year reduced to 10 months, or accepts a 10-month position, the employee shall be paid for the unused annual leave at the *per diem* rate in effect while a 12-month employee.
- b. A permanent employee whose work schedule is reduced from full-time to part-time shall have the employee's accumulated annual leave reconciled to an equivalent number of days based on the part time assignment. If the total number of annual leave days after reconciliation exceeds the maximum number of days of annual leave which the employee may have credited at the beginning of a fiscal year according to the applicable negotiated agreement or terms of employment, the employee shall be paid for the excess at the hourly rate which was being paid at the end of the period of full-time employment.

**Regulation History:** Issued 07/09/14; Revised 01/22/20; 11/04/25

**Note Previous Regulation History:** Replaces Policies 802.10 and 800.21, issued on 09/03/75 and revised on 11/07/90

**Legal Reference:** None