

Leave Administration

1. Amount and Accrual Rate. A principal or assistant principal shall be entitled to cumulative leave, with pay, which shall be known as "educator's leave" which shall accrue at the rate of 1 day for each calendar month or majority part thereof, of a school year, except that:

a. If the school year includes more than 8 months, any educator who shall have served for the entire school year shall be entitled to 10 days of cumulative leave with pay.

b. Such leave may be advanced for use at any time within the school year. Such advances will normally be limited to the amount which will be accrued during the school year. However, under unusual circumstances, up to 30 days may be advanced. Such advance shall be subject to subsequent earning of such leave, or repayment upon separation for leave advanced but not earned.

Recess Period Appointments. Leave will not be earned by educators serving on a recess-period temporary appointment.

3. Use of Leave. Leave earned by any educator under this section pay be granted during the school year:

a. For maternity purposes:

b. In the event of the illness of such educator;

c. In the event of illness, contagious disease, or death in the immediate family of such educator and requiring his or her absence:

d. In the event of a personal emergency; and

e. With appropriate advance notice and the prior approval of the supervisor, not to exceed 3 days of leave may be used for any purpose. Leave used for any purpose may not normally be used during orientation week or the first or last week of the school year. An exception may be made when an educator has been accepted for an educational program and must report prior to the end of the school year.

4. Nonworkdays. Saturdays, Sundays, regularly scheduled holidays and other administratively authorized nonworkdays shall not be considered days of leave, nor may leave be taken on such days less regularly scheduled as duty days.

5. Minimum Charge. As in the case of pay and duty time, the minimum charge for leave shall be one-half day and additional

charges shall be in multiples thereof. Absence from duty of less than one-half day occasionally may be excused for adequate reasons without charge to leave, at the discretion of the appropriate administrative authority.

6. Conversion of Leave

For those principals and assistant principals who are part of the initial conversion at the beginning of the 1987-88 school year, unused annual leave will be retained up to the appropriate annual leave ceiling for General Schedule employees. This will be available for use by such employees at the rate of 4 hours of annual leave equal to one half day absence. Such annual leave remaining to an employee's credit upon separation will be paid as a lump sum payment. In addition, home leave under 5 USC 6305 (reference h) previously earned will be remain available for use.

b. An administrator shall be credited, for the purposes of the leave system provided herein, with the sick leave to this or her credit immediately prior to the effective date of his or her conversion, transfer, promotion, demotion, or reappointment to an educator position, provided he or she is an employee of the Federal Government and is transferred, promoted, or reappointed, without break in service, from a position under a different leave system to an educator position. Sick leave so credited shall be included in the educator's leave at the rate of 4 hours of sick leave equal to one half day of educator's leave. Any remaining hours (less than 4) are discarded.

c. Annual leave shall not normally be credited, except during the initial conversion of DoDDS principals and assistant principals to the TP pay schedule. Principals and assistant principals entering a position under "this regulation after the initial conversion will receive a lump-sum payment for accrued annual leave from the previous employer in accordance with 5 U.S.C. 5551 (reference h).

7. Transfer and Recredit of Educator's Leave

a. When an administrator is separated from a DoDDS educator position and is reappointed in another DoDDS administrator position without a break in service of more than 3 school years, any previous leave account (educator's leave) shall be credited, and be made available for use.

b. If an administrator accepts temporary employment with the Government during a recess period, the leave account of the teaching position will not be transferred to the leave account for use in the temporary position. Any sick leave earned during other types of temporary summer employment will be credited and the unused balance will be transferred to the educator's leave account when work is resumed i.. his or her regular teaching position.

8. Liquidation of Leave Upon Separation

a. Any annual leave earned under a different leave system while employed by the DoD Dependents Schools and remaining to the credit of a teacher upon separation shall be liquidated by a lump-sum payment in accordance with 5 U.S.C. 5551.

b. Any educator's leave shall not be liquidated through lump-sum payment when the administrator is separated.