

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 9, 2003

**TO:** BOARD OF EDUCATION

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** Board Policy Revisions – Policy 4157 – Vacations

**ORIGINATOR:** J. Robert Haines, Deputy Superintendent, Business Services

**RESOURCE  
PERSON(S):** Randy Grimsley, Executive Director, Human Resources  
Barbara Burnopp, Executive Director, Fiscal Services

**RECOMMENDATION**

That the Board of Education approves Revised Policy 4157

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Attachment I: Policy 4157

**POLICY 4157**

**PERSONNEL: [Professional] TWELVE-MONTH EXEMPT EMPLOYEES**

**Absences, Leaves, Vacations, and Holidays: Vacations**

**[All Board of Education employees who are employed on a twelve-month basis and paid on the twelve-month professional salary schedule,] ALL TWELVE-MONTH EXEMPT EMPLOYEES shall be entitled to ACCRUE twenty (20) duty days [for] OF vacation EACH FISCAL YEAR. VACATION ACCRUALS WILL BE PRO-RATED BASED UPON THE EMPLOYEE'S FULL TIME EQUIVALENCY AND DATE OF APPOINTMENT TO THE TWELVE-MONTH EXEMPT POSITION. [The leave accounting year will be used for the purpose of calculating vacation credit.]**