



ADMINISTRATIVE PROCEDURE

DISPOSITION OF SICK AND ANNUAL LEAVE FOR EXECUTIVE EMPLOYEES

4174
Procedure No.

September 10, 2018
Date

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- I. **PURPOSE:** To provide guidelines for disposition of sick and annual leave for Executive personnel.

 - II. **INFORMATION:** Any Executive employee of Prince George's County Public Schools is entitled to a leave payout upon separation of employment. There are three types of Executive positions:
 - A. Chiefs;
 - B. Directors; and
 - C. Any other position(s) deemed by the Chief Executive Officer.

 - III. **PROCEDURES:**
 - A. Retirement:
 1. An Executive member will receive disbursement for all earned annual leave accrued at the time of retirement
 2. Executives shall receive payment for three-tenths (3/10) of their unused sick leave.
 3. A person retiring on ordinary disability would be eligible for such payment after five years of service in Prince George's County Public Schools.
 4. An individual would be eligible to receive such reimbursement only once.
 5. This payment shall be based upon the salary of the final year of employment.
 - B. Separation of Employment:
 1. An Executive member will receive payment for all earned annual leave accrued at the time of resignation or termination.
 2. Executives will receive up to three-tenths (3/10) of earned sick leave accrued at the time of resignation or termination.
 3. An individual would be eligible to receive such reimbursement once.
 4. This payment shall be based upon the salary of the final year of employment.



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c. Reclassification or Demotion

1. If an Executive member accepts a position in a bargaining unit, the member's annual leave will follow the terms of the negotiated agreement. Any excess annual leave will convert to sick leave.
2. Any sick leave would transfer with the employee.

d. Death:

1. Upon the death of an Executive member who is actively employed with the Board at the time of his/her death, and who has been employed with the Board for more than six (6) months, all earned annual leave remaining unused will be disbursed to the estate of the deceased or the designated beneficiary.
2. Up to three-tenths (3/10) of the unused sick leave will be paid to the estate of the deceased or the designated beneficiary.

- e. All items above will be detailed in a Personnel Action Sheet issued by the Human Resources Division. A copy of the signed Personnel Action Sheet, by the CEO of schools, will be forwarded to the Payroll-Benefits Office for processing. Distribution will be made within two weeks after receipt of the Personnel Action Sheet unless otherwise specified.

IV. **RELATED PROCEDURES:** None.

V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Director of Payroll-Benefits and will be updated by that office as required.

VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes the version dated May 22, 2013, and all memoranda and guidance prior to date.

VII. **EFFECTIVE DATE:** September 10, 2018.