

Personnel – Certified / Non-Certified

LEAVES AND VACATIONS

4150 – 4250 (a)

I. Purpose and Scope

The Fairfield Board of Education (the “Board”) recognizes that paid leave and vacation benefits support employee well-being, effective recruitment and retention, and the orderly operation of the Fairfield Public Schools (the “District”).

This policy applies to District employees only to the extent that the applicable benefit is not governed by a collective bargaining agreement, individual employment agreement, or another Board-approved benefit schedule. In the event of a conflict, applicable law or the duly authorized written agreement shall control.

Benefits for the Superintendent shall be determined solely by the Board through the Superintendent’s employment agreement.

II. Paid Vacation

Employees appointed before the effective date of this policy shall retain any accrued and unused vacation balance reflected in the District’s official records. Their annual vacation allotment and any separation benefit shall be governed by the written benefit schedule, offer letter, employment agreement, or other authorized personnel record maintained by Human Resources, unless subsequently modified in accordance with law or superseded by a duly authorized written agreement.

Full-time, twelve-month employees who are not covered by a collective bargaining agreement or individual employment agreement addressing vacation shall receive no fewer than the following number of paid vacation days annually:

- Through ten (10) completed years of District service: fifteen (15) days.
 - Beginning with the eleventh year of District service: twenty (20) days.
 - Thereafter, one (1) additional vacation day shall be provided for each additional completed year of District service, up to a maximum of twenty-five (25) vacation days annually.
- A. Notwithstanding the minimum schedule above, the Superintendent may authorize an initial or adjusted annual vacation allotment above the applicable minimum based upon the depth and relevance of an employee’s prior professional experience, specialized skills or

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qualifications, the executive or specialized nature of the position, documented recruitment or retention considerations, internal equity, or operational needs. In no event shall an employee receive more than twenty-five (25) vacation days annually under this policy. Any additional vacation authorized by the Superintendent shall be documented in the employee's written offer letter, employment agreement, or personnel record maintained by Human Resources.

- B. Vacation shall accrue on a prorated monthly basis during periods of active paid employment. An employee's annual allotment shall be prorated during the first and final fiscal years of employment and when the employee's full-time equivalency or work year changes. Vacation may not be used before it is accrued unless expressly authorized in writing by the Superintendent or designee.
- C. Vacation requests must be submitted in advance and are subject to approval by the Superintendent or designee. Requests may be approved, denied, or rescheduled based upon staffing coverage, critical work periods, departmental responsibilities, and the orderly operation of the District. Vacation need not be limited to the summer months.
- D. Unused vacation shall not be paid or converted to wages upon resignation, retirement, termination, or other separation from employment, except as expressly provided by a collective bargaining agreement, individual employment agreement, or other written commitment authorized by the Board or as otherwise required by law.

III. Statutory Paid Sick Leave

Employees who are eligible under Connecticut General Statutes §§ 31-57r through 31-57w, as amended, shall receive paid sick leave in accordance with those statutes and applicable administrative guidance.

Unless the District elects a legally permissible frontloading method, eligible employees shall accrue one (1) hour of paid sick leave for every thirty (30) hours worked, up to forty (40) hours during the District-designated benefit year. Eligible employees may use accrued leave after completing one hundred twenty (120) calendar days of employment and for any purpose protected by applicable law.

Eligible employees may carry over up to forty (40) hours of unused statutory paid sick leave into the following benefit year; however, the District may limit use to forty (40) hours during any

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benefit year. The District may satisfy its statutory obligation through another paid-leave benefit only to the extent that the benefit meets all requirements of applicable law.

Statutory paid sick leave has no cash value and shall not be paid, converted to wages, or otherwise reimbursed upon resignation, retirement, termination, or any other separation from employment, except as expressly required by an applicable collective bargaining agreement or as otherwise required by law.

IV. Personal Leave

Full-time employees who are not covered by a collective bargaining agreement or individual employment agreement addressing personal leave shall receive five (5) paid personal days per fiscal year, prorated during the first and final fiscal years of employment. Personal days are noncumulative, may not be carried over, and have no cash value upon separation.

Personal leave is intended for personal business or circumstances that reasonably require the employee's absence during the employee's normal workday. Employees may be required to identify the general nature of the request but shall not be required to disclose confidential medical information or other information prohibited by law. Personal leave is subject to advance approval and operational needs, except where applicable law provides otherwise.

V. Paid Holidays

Full-time, twelve-month employees who are not covered by a collective bargaining agreement or individual employment agreement addressing paid holidays shall receive the following thirteen (13) paid holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Thanksgiving Day
Washington's Birthday	Day After Thanksgiving
Good Friday	Christmas Day
Memorial Day	Independence Day
Make-up Day - Veterans Day	Make-up Day - Columbus Day
Make-up Day - Lincoln's Birthday	

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The dates on which these holidays are observed shall be identified annually in the employee calendar. The Superintendent or designee may adjust a holiday's date of observance when necessary to align with the school calendar or District operational needs, provided that eligible employees continue to receive thirteen (13) paid holidays during the fiscal year.

An eligible employee who is required and authorized to work on a designated paid holiday shall be granted an alternate paid day off, scheduled with the approval of the Superintendent or designee. Paid holidays are not cumulative and have no cash value upon separation.

Part-time employees shall not receive paid holidays unless otherwise provided by law, a collective bargaining agreement, individual employment agreement, or another benefit schedule.

VI. Administration and Reservation of Rights

The Superintendent or designee shall establish procedures, forms, benefit-year definitions, recordkeeping practices, and approval protocols necessary to administer this policy consistently and in accordance with applicable law.

Except with respect to benefits already accrued or otherwise protected by law or a duly authorized written agreement, the Board reserves the right to amend, suspend, or discontinue the discretionary benefits described in this policy. This policy does not create an employment contract or guarantee employment for any definite period. No oral representation, informal practice, or unauthorized past practice shall modify this policy or create an additional benefit.

Nothing in this policy shall be construed to create any right or benefit beyond that required by applicable law. All benefits provided under this policy shall be administered in accordance with applicable federal and Connecticut law.

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Legal Reference:

Connecticut General Statutes §§ 31-57r through 31-57w — Paid Sick Leave

Connecticut General Statutes § 31-71f — Notice of Wage and Fringe-Benefit Policies

Connecticut General Statutes § 31-76k — Payment of Fringe Benefits Upon Termination

Connecticut General Statutes § 10-157 — Superintendent as Executive Officer

Connecticut General Statutes § 10-220 — Duties of Boards of Education

Adopted 8/27/2004

Revised and Adopted 10/13/2026