



NCSD Policy/Regulation Revision Request

☒ Policy ☐ Regulation ☐ Form	Title: Annual Leave	Number: 6231
Attach copy of original document with lined-through deletions highlighted in yellow , and new verbiage in bright blue bold font .		
Request submitted by (print name): Chelle Wright, PHR, CLRP		
Your Title: Director of Human Resources		Site/Building Location: SDO-HR
Signature: <i>Chelle Wright</i>		Date: <i>8/22/2025</i>
☐ Reviewed by Board Secretary:		
Board Secretary Signature:		Date:
☐ Approved ☐ Not Approved		
Print Name:		
Superintendent/Designee Signature:		Date:

Upon approval by the Superintendent, the Board Secretary will do the following:

Regulations: Make approved revisions, upload to the NCSD website, and email to all NCSD staff.

Policies: Place on two separate BOT agendas, under the consent agenda (first reading is informational, second reading for approval). Upon approval of the second reading, the Board Secretary will make approved revisions, upload to the NCSD website, and email to all NCSD staff.

ANNUAL LEAVE

Annual leave is granted to qualifying Nye County School District (NCSD) employees who work two hundred sixty (260) days per year, eight (8) hours per day. Annual leave is earned at the rate of 6.66 hours per month for the first year of employment. Thereafter, employees earn at the rate of ten (10) hours per month. District office administrators accrue 13.33 hours per month. Employees must be in pay status two (2) weeks before accruing annual leave. Employees in non-pay status do not earn leave. Annual leave will not be advanced to any individual or classification of employee.

NCSD employees are encouraged to use their annual leave for rest, relaxation and personal pursuits. It is in both the employee's and NCSD's best interests for the employee to take time off occasionally. Except in case of emergency, leave requests should be submitted to the employee's direct supervisor at least ~~seven (7)~~ **ten (10) business** ~~calendar~~ days prior to the requested leave time if at all possible. Supervisors have the right to deny vacation requests not submitted in a timely fashion or when the vacation time falls at a time that would be inconvenient due to work demands or limited staffing. **During these periods, supervisors may implement black-out dates, first-come, first-serve, and/or require more advance notice.**

In order to encourage the use of annual leave, NCSD will cap accrual at two hundred forty (240) hours (thirty (30) days). Employees must use annual leave above the cap or they will lose any hours accrued above two hundred forty (240) hours.

Bargaining unit members will be governed by provisions in their negotiated contract.

Adopted: May 6, 2005
Revised: August 14, 2025
Reviewed: December 14, 2021

NEPN/NSBA Classification: GCDA, GCDB, GDD
Legal Reference: NRS 391.180

Forms Location: None