

LWEA and LWSD have signed a [letter of understanding](#) that allows employees to accumulate up to 60 hours of annual leave in the 20-21 school year. In the 21-22 school year, annual leave accumulation will return to 37.5 hours, per section 19.9.2 of the 2017-2021 LWEA/LWSD CBA.

Your unused annual (personal) leave will be **automatically cashed out** at the sub rate of pay (\$184 per day). If you want to carry over days to next year, you must notify the district prior to June 30, indicating that you want to carry over your unused days (from the 2019-20 school year). Unused annual leave is carried over on a 1-for-1 basis.

Annual Days FAQ

What do I need to do to carry over unused annual leave hours?

Please write to leave@lwsd.org and indicate that you would like to carry over annual leave. Be specific. If you would like to accumulate the max amount of 60 hours and you have enough to do so, indicate in your email that you would like to carry over 5 days in order to accumulate 60 hours. Keep a copy of your e-mail and the auto-reply response from the District for your records.

I did not use any of my annual days this year, how many could I take next school year (20-21)?

Each year you receive 3 days of annual leave, if you are a 1.0 employee. For example:

- If you are a brand-new employee, 1.0 FTE, and did not take any of your annual days this year, you can carry over your 3 unused annual days over and will get 3 more annual days in the fall for a total accumulation of 6 days (or 45 hours). You can take all 6 next year.
- If you have 17 years of experience in LWSD, 1.0 FTE, and have been carrying over 5 days and cashing out 3 each year, this year you can still cash out the days at the sub rate, or you can carry 8 days into 20-21 school year (or 60 hours) to use next year.

Here is a list of hours to days conversion: (up to 5 days carried over + 3 days granted in 20-21)

- $37.5 = 7.5 \times 5$ days
- $45 = 7.5 \times 6$ days
- $52.5 = 7.5 \times 7$ days
- $60 = 7.5 \times 8$ days

Has the process changes to carry over days?

No, the process remains the same. If you want to carry over days, you need to write leave@lwsd.org. This will not happen automatically. **If you do NOT write to leave@lwsd.org, your unused days will be cashed out at the sub rate.**

I already turned in a request to leave@lwsd.org to carry over just one day, can I rescind it?

Yes, if you would like to carry over more days you will need to write to leave@lwsd.org and let them know about the change in hours you would like to carry over. Keep a copy of your e-mail and the auto-reply response from the District for your records.

What will happen to my 60 annual leave hours in 20-21?

By June 2021, the limit will return to 37.5 hours (or 5 days). At this point, the additional days you get in September 2020 and carried from SY 19-20 will be cash out at the sub rate to bring you back down to 37.5 hours.