



### **POLICY 3.40**

**4-F** I recommend that the Board adopt the proposed revised Policy 3.40, entitled “Year of Service Defined.”

[Contact: Darron Davis, PX 48953 or Mark Mitchell, PX 48911.]

#### **Adoption**

#### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on February 25, 2009.
- This proposed revised policy combines the School District’s policies providing for the definition of Year of Service and minimum days needed to obtain a year’s credit (formerly Policy 3.90), to provide for related matters in one policy.
- This revision also updates statutory references.

**POLICY 3.40**

**YEAR OF SERVICE DEFINED**

- 1  
2  
3 1. **Year of Service.** The minimum time in determining a year of service shall be  
4 actual service including compensated leave, exclusive of all other types of leave  
5 and holidays for a total of more than one-half of the number of days required for the  
6 normal contractual period of service for the position held.
- 7 2. **Year of Credit.** A total of more than half (1/2) of the number of days required for  
8 the normal appointive period of service for the position held shall be the minimum  
9 requirement for a year's credit. Compensable leave shall be considered a part of  
10 the required days of service for credit. Monetary gains for an employee under the  
11 provisions of this policy shall be subject to approval by the Board.

12 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41; 1012.22; 1012.23 ~~420.53, 230.22,~~  
13 ~~231.001~~

14 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.43; 1011.60; 1012.01 ~~228.041(20)~~

15 HISTORY: 11/29/76; 6/16/82\_\_/\_2009

Legal Signoff:

The Legal Department has reviewed proposed Policy 3.40 and finds it legally sufficient for adoption by the Board.

---

Attorney \_\_\_\_\_ Date \_\_\_\_\_