(e) Teacher reclassification shall not be considered a promotion for the purpose of this rule. This therefore may change the employee's salary increment anniversary date based on provisions governing salary increments.

(2) Personnel actions for salary increment shall be processed and transmitted to Payroll at least one full pay period prior to the effective date of the salary increment.

904.705 SUMMER LEAVE

Instructional Personnel shall receive summer pay in lieu of annual leave. If any employee commences employment subsequent to the beginning of the school year, or takes leave without pay during the school year, or terminates employment prior to the completion of the school year, summer leave pay shall be reduced pro rata on the basis of the number of days of the school year to the total days of the leave year. The term "School Year" means such period as determined by the official school calendar.

Any school-year employee may, prior to taking authorized leave during the school year, receive a lump sum payment. Such advance payment shall be deducted from the employee's earned summer pro-rate share. To be eligible for such payment, the period of leave shall be a least ten (10) consecutive days.

EXAMPLE: Total Yearly Hours 2080
School Year: 08/22/88 to 06/09/89
210 days X 8 hours (daily) =(1680)

SUMMER HOURS : 400 Hours

Summer Hours divided by school days =Pro-ration
400 divided by 210 =1.905
210 multiplied by 1.905 =400 Hours SVL

904.800 RESIGNATION AND TERMINATION