

**Lakeland Joint School District No. 272**

**PERSONNEL**

**5450**

Vacation Leave

Only full-time classified personnel are eligible for vacations. Full-time is based on thirty or more hours per week for twelve months. Vacation is computed based on the employees' date of hire in the eligible position.

Vacation entitlement is two weeks after one year of continuous full-time employment; three weeks after five years of continuous full-time employment; and four weeks after ten years of continuous full-time employment. For every year of service beyond 20 years, one day of vacation will be added for each additional year. One additional vacation day may be taken on Christmas Eve or the day after Thanksgiving.

Vacation time may not accrue from one year to the next.

Any employee eligible for four weeks of annual vacation may elect to be paid for up to one week instead of taking the time as paid vacation. The pay rate and hours paid will be based on what is in place at the time the payment is made.

Vacation time is a benefit while employed and employees are not entitled to any unused vacation time or pay when terminating employment.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

Policy History:

Adopted on: April 14, 2008

Revised on: July 14, 2008

Revised on: July 13, 2015

Revised on: August 02, 2018

Prior district policy Article V, section H.