

VACATIONS FOR NONREPRESENTED EMPLOYEES

A. Non-Represented Supervisory Employees

All regular twelve (12)-month non-represented supervisory employees shall be eligible for annual vacation days in accordance with the following procedures:

1. Non-represented supervisory employees shall be granted twenty-five (25) vacation days annually, except Assistant Superintendents and the Superintendent whose vacation shall be established by their individual employment contract.
2. Non-represented supervisory employees may elect to receive remuneration for four (4) unused vacation days. To receive this payment for unused vacation days, the non-represented supervisory employee shall submit to the payroll office a request for vacation cash out between July 1 and November 10. Payment will be made on the November payroll. For the 2011-2012 school year, the number of unused vacation days an administrator may elect to receive remuneration is reduced from four (4) days to three (3) days.

B. Non-Represented Professional Technical Supervisory Employees

1. All regular twelve (12)-month non-represented professional technical supervisory employees shall be granted vacation in accordance with the following schedule:

Year Number	Days Accrued That Year	Monthly Accrual Rate
1	15	1.25
6	20	1.6667
11	23	1.9167

C. Non-Represented Non-Supervisory Employees

1. All regular twelve (12)-month non-represented non-supervisory employees shall be granted vacation in accordance with the following schedule:

Year Number	Days Accrued That Year	Monthly Accrual Rate
1	10	.8333
2	11	.9167
3	12	1.0000
4	13	1.0833
5	14	1.1667
6	15	1.2500
7	16	1.3333
8	17	1.4167
9	18	1.5000

10	19	1.5833
11	20	1.6667
15*	22	1.8333
20*	23	1.9167

**Employees employed prior to July 1, 2001 will be grandfathered with the accrual rate of the previous vacation schedule (to 25 vacation days at 15 and above years of service), but will otherwise accrue using the above schedule. All new employees as of July 1, 2001 will accrue vacation according to the above schedule.*

2. Vacation credit for Naval Junior Reserve Officers Training Corps (NJROTC) instructors shall be determined by the Superintendent or designee after individual review of the military and record, but shall not in any case exceed twenty-five (25) days.
3. Personnel shall determine the number of years of service credit to be awarded to an employee for prior work experience. Service credit shall be defined as the year of service.

D. Monthly Leave Accrual

The number of vacation days will be computed annually on July 1 for non-represented supervisory employees and on September 1 for non-represented non-supervisory employees. Vacation days shall accrue at a monthly rate of one-twelfth (1/12) of the non-represented employee's annual vacation entitlement. Non-represented supervisory employees in their first year of employment as District supervisors may use vacation in July and August provided that they agree to reimburse the District upon termination of employment for any unearned days.

E. Maximum Leave Accrual

Vacation days shall not accumulate in an amount exceeding thirty (30) days as of the end of the scheduled work/contract year. Annually, as of June 30 for non-represented supervisory employees and August 31 for non-represented non-supervisory employees, excess vacation days shall be lost.

F. Leave Approval

Vacation leave must be approved in advance by the non-represented employee's immediate supervisor. Vacation leave is not allowable on a day that the District's operating schedule is altered due to emergency conditions, unless the vacation was approved in advance and the reason is not related to the emergency condition(s).

G. Payment of Vacation Upon Separation of Employment

Upon separation of employment, non-represented employees are eligible to receive compensation for accumulated vacation at the then-applicable rate of pay in an amount not to exceed thirty (30) days, or such lesser amount as may be necessary so that the District avoids any financial penalty or other legal constraint.

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