

**Vacation- Annual (Twelve-Month) Certificated and Classified Staff**

This policy shall apply only to annual (twelve-month) certificated and classified staff specified below.

Vacation leave for annual (twelve-month), part-time (less than 1.00 FTE) administrators shall be computed on a pro rata basis.

For employees working in a vacation-eligible position hired after September 1st, 2017, vacation days may not be accumulated in an amount exceeding two (2) times the employee's annual entitlement. Excess vacation days shall be lost. A carryover of more than two (2) times the employee's annual entitlement may be permitted in unusual circumstances with the express written consent of the superintendent or designee.

For employees covered in this policy and who were hired or began work in a vacation-eligible position prior to policy adoption and subsequently thereafter, unused vacation days will be compensated up to a maximum of forty (40) days upon termination/retirement/death at the then-applicable salary rate, e.g., 1/actual number of workdays, to the extent consistent with law and without causing the district a financial penalty.

Vacation leave must be approved in advance by the employee's immediate supervisor. Leave may be granted or denied consistent with the operational needs of the district, as determined by the district at the district's discretion.

When a situation arises while an employee is on paid vacation leave for which the employee is entitled to other leave (e.g., illness, injury, bereavement), the employee may be granted such leave, in lieu of the approved vacation leave, provided that the employee submits a request and supporting documentation acceptable to the district within fourteen (14) days after returning to work. Such request shall indicate the type of leave requested and the circumstances requiring change in leave status.

Adopted: July 15, 2021