

COMPENSATION AND BENEFITS:
VACATIONS AND HOLIDAYS

DED
(REGULATION)

Paid vacation time is accumulated by all employees in positions normally requiring 12 months of duty per year.

DEFINITION OF
PAID/UNPAID
VACATION

Paid vacation will only be earned by hourly employees working 260 days a year. These employees shall earn one week (5 days) of paid vacation on the one-year anniversary of employment. On the second anniversary of employment, the employee shall earn two weeks (10 days) of paid vacation. The maximum paid vacation an hourly employee may earn is two weeks (10 days). In either scenario, the hourly employee must use all accumulated vacation leave prior to the next anniversary date.

All professionals working a maximum 226 day contract shall earn unpaid vacation days (discretionary leave) for workdays outside the employee's contract.

RULES ASSOCIATED
WITH ACCUMULATED
VACATION LEAVE

The following regulations govern the use of accumulated vacation leave:

1. Vacation days are earned July 1 to June 30 and will be prorated for employees hired later than July 1.
2. Vacation days may not be taken during the first six months of employment with the District.
3. A formal request must be submitted to the employee's supervisor on a REQUEST FOR VACATION form.
4. In no case shall vacation time be approved in excess of the number of days accumulated to date.
5. Vacation days may not be worked for additional pay.
6. Unused vacation days will not be paid upon termination.

**CALCULATION OF
UNPAID VACATION
LEAVE**

The calculation of unpaid leave days for 226 day employees shall be based on the 260 annual workdays less the holidays and events on the school calendar in which all professional staff are excused from attendance from work.

**ACCUMULATION AND
CARRYOVER**

It is the intent of the District that each employee schedule the use of all earned and/or accumulated vacation each year by August 1st. In the event that the employee is unable to schedule all of their vacation days, the employee is allowed to carryover these days. However, on January 1st of each year, all accumulated vacation leave days will be lost.

**REQUEST FOR
VACATION LEAVE**

The employee working under a twelve-month contract shall complete a REQUEST FOR VACATION form prior to the requested vacation day(s) being taken. A copy of this form shall be forwarded to the Personnel Office for inclusion into the vacation calendar. The vacation calendar shall be maintained to ensure efficient operation of the District.

DATE ISSUED: March 10, 2006

Please record your vacation days on the Sub System under the reason code #55.

**Carroll Independent School District
REQUEST FOR VACATION
All Twelve-Month Employees**

Employee Name:	
Position:	Campus/Department:

I request that my vacation be scheduled for the following dates:

Dates of Vacation:	
Current School Year Vacation Days Year:	or Prior School Year Vacation Days Year:

Employee Signature:	Date:
Supervisor Signature:	Date:
Superintendent/Designee Signature:	Date:

Send the original signed form to the Personnel Services Department. Upon approval, the employee will receive a completed copy of the REQUEST FOR VACATION form for verification of approval. Upon receipt, the employee requesting vacation leave shall return a copy to his/her supervisor.

It is the employee's responsibility to record such days with the Substitute System. Any days not used as of December 31st each year will be forfeited, unless an extension is approved by the Superintendent/Designee. Such Memo should be filed with the Personnel and Payroll Departments.