

**Board of Trustees  
Douglas County School District**

**CLASSIFIED STAFF**

**VACATION**

Twelve-month classified employees (260-day contract) shall earn vacation time as part of their compensation as follows:

First through fifth years	10 working days
Sixth through twentieth years	15 working days
Twenty-first and all subsequent years	20 working days

The vacation accrual rate during a 12-month employee's first five years is eight-tenths of a day per month; during the sixth through twentieth years of service, the rate is one and one-quarter days per month; and during the twenty-first and subsequent years of service, the rate is one and two-thirds days per month.

Earned vacation days may not be taken in advance of their accrual. No more than fifteen days vacation will carry over after June 30th of any year, effective July 1, 1986.

Vacation leave shall be scheduled and approved in advance by the supervisor, principal or administrator. Efforts shall be made to enable vacation time to be taken at times convenient to the employee, and consistent with the needs of the service and the work load of the department.

The salary at which vacation is paid shall be the employee's current salary rate. An employee whose vacation time is earned and begun under a given status shall suffer no loss of earned vacation salary by reason of subsequent changes in conditions of employment.

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