

VACATION LEAVE

Eligible Employees

All full-time ancillary employees are eligible for paid vacation leave each school year as determined by the Board and set forth in board regulations. Vacation leave is subject to the negotiated agreement for licensed staff.

Use of Vacation Leave

Vacation leave may be used for the following reasons:

1. Vacation;
2. Rest and relaxation
3. Attendance to personal matters;
4. Absences due to adverse weather conditions;
5. Illness in the immediate family;
6. Personal illness when an employee has exhausted their available sick leave; and
7. Time lost for late reporting.

Vacation Pay

Vacation shall be paid at the employee's base rate at the time the leave is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.

Requesting Vacation Leave

Employees must submit a written leave request to their and receive written approval before taking vacation leave. If the employee's absence disrupts district operations, the supervisor may deny a request for vacation leave or limit the time of year the employee may take their vacation leave.

Employees are prohibited from taking paid vacation leave beyond their earned vacation days.

Separation

Eligible employees shall be entitled to monetary reimbursement at their current rate of pay for accrued, unused vacation leave upon separation from district employment, as required by law.

Leave Records

The Business Manager shall record employee leave, verify that the leave record is accurate, and maintain leave records for each employee. If leave balances are not displayed on employee pay stubs, the Business Manager shall notify employees of leave balances at least once a year.

The District shall retain leave records for all separated employees for a period of at least six years from the date of separation.

RECOMMENDED

Descriptor Code: DDBA

- DDA, Sick Leave
- DDAA, Family and Medical Leave Act

End of Yellowstone Policy DDBA Adopted: 7/20/2020