

**VACATION LEAVE**

**Eligible Employees**

All twelve-month, full-time licensed and 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.

**Accrued Leave**

Vacation can be carried over not to exceed a total of 30 days in any given contract year. At the end of the fiscal year, any unused vacation days that cannot be carried over will be paid out equivalent to a full (eight-hour) day at their base rate at the time of employment.

**Requesting Vacation Leave**

Employees must submit a written leave request to their supervisor and receive 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.

Vacation leave may be taken in one-hour, half day, or full day increments.

Employees are prohibited from taking 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.

**RECOMMENDED**

Descriptor Code: DDBA

**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.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

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

**End of Manvel School District #125 Policy DDBA..... Adopted: 6/15/20**