

POST FALLS SCHOOL DISTRICT NO. 273

Series 600: Non-Certified Personnel: Leave and Absence

Policy No. 603.7

Policy Title: Vacation Leave

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Full-time, regular, non-certified employees only shall be entitled to vacation leave with pay. For purposes of this policy and determination of eligibility for vacation leave, a full time, regular, non-certified employee is an employee who normally works and is employed with the district in such capacity for more than thirty (30) hours per week for twelve (12) months per year.

Vacation time shall accrue from the date of employment, but the employee shall not be eligible for vacation with pay prior to the completion of one full year of employment with the district as a full time employee, unless deemed appropriate by his/her supervisor and approved by the superintendent or his/her designee.

Vacation time will be earned as follows:

1. After one (1) year of continuous employment as a full time employee, ten (10) days vacation.
2. After five (5) years of continuous employment as a full time employee, fifteen (15) days vacation.
3. After ten (10) years of continuous employment as a full time employee, twenty (20) days vacation.

Time taken from the job and charged as paid vacation leave may be scheduled and used in large or small increments. The smallest increments shall not be less than two hours at any one time. A maximum of ten (10) vacation leave days (eighty (80) hours) may be accumulated and carried over from year to year.

Employees are expected to plan and schedule vacation leave with their immediate supervisor at the earliest time practical and, when reasonably possible, at least fourteen (14) days in advance of the requested vacation leave.

Payment in lieu of vacation leave will not be made to employees unless employment has been terminated.

Paid vacation leave will not be granted prior to being earned.

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