

VACATIONS

The District provides vacation benefits in order that employees receive time for rest and renewal.

Ancillary Employees:

All twelve-month full-time ancillary employees shall be eligible for paid vacation benefits as delineated below:

- One day per month accumulating to 12 days for the first five years of employment
- One and a quarter (1.25) days per month accumulating to 15 days from the 6th year thru the 10th year of employment, and,
- One and one half (1.5) days per month accumulating to 18 days from the 11th year thru the 15th year of employment

After completing 15 years of employment, the employee earns one and three fourths (1.75) days per month accumulating to 21 days.

Vacation is accumulated July 1 through June 30 and must be used up before the following June 30th.

Licensed Employees

Vacation is subject to the master agreement for Administrators. Refer to the Non-Teaching Professional Handbook for vacation designation for those personnel.

Separation

Upon separation from district employment, any employee granted paid vacation time shall be entitled to prorated monetary reimbursement for unused vacation days as required by law.