



## PAID VACATION

Paid vacation will be provided to employees hired after July 1, 2012 (calendar year full-time and calendar year part-time employees) as reflected in the attached chart. All existing calendar year employees as of June 30, 2012 will retain their current accrual balances and schedules. A calendar year employee is defined as an employee who is scheduled to work two hundred and sixty (260) days per year. This includes Support Services, Custodians, Clerical, and Food Service employees. Administrators are governed by their individual contracts.

The vacation schedule for employees hired prior to July 1, 2012 and new employees (July 1, 2012 and after) is attached to this section.

Employees transitioning from a school year position to a calendar year position after July 1, 2012 will receive a prorated Years of Service calculation based on their previous position's scheduled hours. Once their service level is calculated, they would earn vacation according to the same schedule as new hires.

An employee who has not worked a full calendar year prior to July 1 will earn a pro-rated amount of vacation based on the number of months worked from date of hire to June 30. An employee who is hired between the first and the fifteenth of a month shall receive credit for the full month. An employee hired after the fifteenth of a month will begin accruing vacation on the first of the month following their date of hire.

Vacation time may be taken in not less than 1/4 hour segments, as arranged with the direct supervisor/principal. Requests for vacation time shall normally be made and approved at least five (5) working days prior to taking such leave. No employee may be denied the ability to take all accrued vacation during a 12-month period, but the direct supervisor/principal shall have the right to approve requested vacations on a first-come, first-serve basis, as necessary, to accomplish work objectives.

An employee may carry over a total of five (5) vacation days.

An employee who terminates employment for any reason, or who transfers to a position that is not eligible for vacation, shall have their vacation reconciled for over or under utilization – the employee will reimburse the District for over used vacation and the District will reimburse the employee for under-utilized vacation.