

## **DDBA: Vacation Leave**

### **Eligible Employees**

All licensed and twelve-month, 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.

### **Accrued Leave**

Unused vacation leave shall not be carried over from one year to the next. See negotiated agreement

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. If employment is terminated and the vacation balance is in the negative, the employee may be required to reimburse the District for the cost of the vacation advance.

### **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.

---

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

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