

VACATIONS

**Vacation Days**

Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

**Eligibility Criteria**

Only permanent, full-time, 12-month positions will be eligible for vacation leave.

**Accrual Rates and Availability**

Eligible employees will annually earn a maximum of ten vacation days at one day per month from September 1<sup>st</sup> through June 30<sup>th</sup>. Employees who earned more than ten days per year before May 16, 1995, will earn one-tenth of their vacation rate per month up to their maximum per year. New district employees may not use their vacation days until they have worked six months. Employees promoted or assigned to a 12-month position will be eligible for proration of the maximum ten-day vacation leave. If an employee is promoted/assigned in the first half of a calendar month (by the 15<sup>th</sup> of each month), he or she shall be eligible for a day for that month. A terminating employee who works through the 15<sup>th</sup> of the month shall also be eligible for a vacation day for that month.

**Request and Approval Process**

The use of any employee leave requires advance approval of the immediate supervisor and is dependent upon the ability of each department to maintain delivery of services.

**Accumulation and Carry over Limits**

Employees may carry over earned vacation leave from one year to the next with a maximum of 15 days. The end of a year for this purpose is August. Employees who accrued more than ten days of vacation before May 16, 1995, shall retain and maintain the number of days they earned before that date.

**Treatment of Vacation Days Upon Separation from Service**

Unused vacation leave shall be paid at the end of employment with the District. Effective with the 1999-2000 school year, 15 vacation days shall be the maximum amount eligible for remuneration. Also effective with the 1999-2000 school year, employees who accrued more than ten days of vacation before May 16, 1995 shall be eligible for a maximum of 20 days remuneration.