

PERSONNEL

Staff Vacations

Unless otherwise specified, classified staff shall be provided vacations according to the following guidelines:

Regular full-time employment (12 months/year)
for completion of one year:

5 vacation days

Regular full-time employment (12 months/year)
for completion of two years:

10 vacation days

Regular full-time employment (12 months/year)
for more than 3 years:

15 vacation days

No vacations may be taken unless employment has been for a minimum of 12 months from the date of employment. Vacation time for regularly employed but less than full-time classified staff shall be computed on a pro rata basis.

Classified staff must schedule vacation by mutual agreement with their supervisors at least two weeks in advance of the desired starting date. Vacation must be scheduled during summer or school vacations and are subject to the approval of the supervisor.

Vacations may be carried over to the next year but must be used during that twelve-month period.

A staff member who anticipates termination of employment may take accrued vacation prior to the termination date or receive payment in lieu of actual vacation. Payment for accrued vacation may be made to the estate of a deceased staff member.

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