

4240 Vacation Leave

Educational Support Personnel

Amount Earned: Twelve-month employees will earn one day vacation, based on FTE, for each full month of employment. Partial months will not earn vacation.

After five (5) consecutive years of full-time employment, vacation will be earned at the rate of one and one-fourth (1- 1/4) days per month. Nine and ten-month employees will not earn vacation.

Nine- and ten-month employees who have worked consecutively for the district for eight (8) years or the equivalent combination of 72 continuous months in a 9, 10, 11 or 12 month position and transfer into a twelve-month position will earn one and one-fourth (1-1/4) days per month.

After ten (10) consecutive years of full-time employment, vacation will be earned at the rate of one and one-half (1 ½) days per month.

After fifteen (15) consecutive years of full-time employment, vacation will be earned at the rate of one and three-quarter (1 ¾) days per month.

Accumulation: No educational support personnel may accumulate more than 25 days of vacation time. If vacation leave is not used, no additional accumulation over 25 days will occur.

Under normal circumstances, vacation leave must be requested at least two (2) weeks in advance.

All personnel may be granted vacation leave consecutively to the maximum they have accumulated according to district policy.

Unused Vacation Leave: Unused vacation leave will not be compensated for in lieu of time off. If a person is terminating his/her employment with the school district, unused vacation leave will be paid to the limit of accumulation.

Educational Support Personnel Supervisors, Managers and Coordinators

Educational support personnel supervisors and managers will earn fifteen (15) days of vacation leave per fiscal year.

After five (5) consecutive years of full-time employment, vacation leave will be increased to eighteen (18) days.

After ten (10) consecutive years of full-time employment, vacation leave will be increased to twenty-one (21) days.

ESP supervisors, managers and coordinators in 9 and 10-month positions will not receive vacation leave.

Educational Support Personnel Salaried Employees

Educational support personnel salaried employees will earn twelve (12) days of vacation leave per fiscal year.

After five (5) consecutive years of full-time employment, vacation leave will be increased to fifteen (15) days.

After ten (10) consecutive years of full-time employment, vacation leave will be increased to eighteen (18) days. After fifteen (15) consecutive years of full-time employment, vacation leave will be increased to twenty-one (21) days.

Educational Support Personnel Managers and Educational Support Personnel Salaried Employees

Vacation carryover: Administrators, Educational Support Personnel supervisors, managers and salaried employees will be allowed, when necessary, to carry over a maximum of five (5) additional vacation days at the beginning of a new fiscal year. Employees will have until the beginning of the next calendar year to utilize vacation leave balances greater than the regular accumulation or the carryover days will be forfeited.

Vacation Payoff - Educational Support Personnel Supervisors, Managers and Salaried Employees

Vacation leave is accrued annually (front-loaded), so upon resignation/termination, unused vacation leave earned in the current year will be paid at a prorated amount, based on accrual and resignation/termination dates.

ADOPTION DATE: July 1, 1982; Revised June 25, 1985; June 12, 1995; Revised December 14, 1998; Revised March 13, 2007; Revised July 16, 2008, Revised June 9, 2020; Revised April 14, 2026

LEGAL REFERENCE(S):

CROSS REFERENCE(S): (combines 4404 & 4404.1)

ADMINISTRATIVE REGULATION: