



Cache County School District

Policy Series 5000: Personnel

Policy No. 5410

Vacations

I. Employees with contracts for 245 days or more shall be entitled to an annual vacation without salary deduction according to the following schedule:

<u>YEARS WITH THE DISTRICT</u>	<u>VACATION DAYS</u>	<u>VACATION DAYS</u>
1-5	10	10
6 -9	13	13
10-19	16	16
20-plus	20	20

II. No paid vacation is provided employees with contracts for less than 245 days per year. A contract year is from July 1st through June 30th.

III. Employees in the schools should schedule vacation time with their immediate supervisor.

IV. Vacation leave may accumulate indefinitely. However, no more than thirty vacation days may be used in any contract year and no more than ten vacation days may be used consecutively. Exceptions to this rule require direct authorization from the Superintendent.

V. Upon retirement, an employee will be compensated for his/her unused vacation at his/her current daily rate of pay up to twenty (20) days.

VI. Upon termination of employment, an employee will be compensated only for current year's unused vacation leave on a pro-rated basis.

VII. District office personnel on contract less than 245 days per year may accumulate unused non-contract days under the same terms as specified in section "d" above. Upon termination or retirement, an employee will not be compensated for unused non-contract days.

Legal References:

Synopsis:

Approved by the Board of Education: January 1, 1994. Last Revised: June 1, 2012. Prior Revised Dates: 9/17/1997, 10/1/2005