

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 3120
BUSINESS, NON-INSTRUCTIONAL

VACATIONS CLASSIFIED EMPLOYEES

1. Classified employees on a twelve-month job may accumulate one (1) day per month vacation time. An employee is entitled to vacation time after six months. After 7 years employment, classified employees on a twelve month job may accumulate one and one half (1 1/2) days per month vacation time. After nineteen (19) years of employment, employees on a twelve-month schedule will accrue one and two-thirds (1.67) days per month vacation time, or twenty (20) days.
 - (a) Vacation time cannot accumulate, and no more than twelve days will be allowed in a calendar year, except that after 7 years employment, 18 days vacation time will be allowed, and after 19 years of employment, 20 days of vacation time will be allowed.
 - (b) Upon termination of employment, payment will be made for unused portion of vacation.
 - (c) No extra pay will be granted if a vacation is not taken.
 - (d) Vacations must be approved by the principal or immediate supervisor.
 - (e) Pending vacations must be reported to the Superintendent's office by the principals or supervisors in order to assure accurate payroll information can be maintained. Pending vacation plans must be reported at least a week in advance.