

Vacation Leave

12 month classified employees shall accrue annual vacation leave benefits according to the following schedule:

<u>Year of Service with the District</u>	<u>Days of Annual Vacation Leave</u>
1-4	10 days
5-9	12 ½ days
10-14	15 days
15-19	17 ½ days
20-24	20 days
25-29	22 ½ days
30+	25 days

Vacation leave is intended to be used during that year in which it is earned. The maximum vacation carryover shall be 5 days unless special arrangements are made with the Superintendent. If an employee is unable to use these days, they may be paid for unused days with prior authorization of the Superintendent and as long as funds are available in the budget. The maximum usage at any one time for vacation is 10 days.

Paid vacations for classified employees who work twelve months per year, but less than 40 hours per week, shall be computed by multiplying hours per day times ten (i.e. an employee who works four hours per day would receive 40 hours of paid vacation).

Leave credits may not be advanced nor may leave be taken retroactively. Employees who work less than 12 months per year will not receive a paid vacation.

Employees must schedule vacations with their immediate supervisor at least two weeks in advance. All vacations must accommodate the operating needs of the District and be subject to the approval of the supervisor.

If a legal holiday should fall within an employee's vacation period, the employee will be entitled to an additional day for that holiday. An employee is eligible for holiday pay if the employee worked during the payroll week in which the holiday fell or during the preceding payroll week. No additional time will be given if the employee is absent due to illness or if on unpaid leave.

An employee who anticipates termination of employment with the District may take accrued vacation prior to termination or receive payment in lieu of actual vacation. Upon termination of employment, up to 30 days of unused vacation leave will be paid at the employee's daily rate of pay. Payment for accrued vacation may be made to the estate of a deceased employee.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

Employees of less than six months duration will not accrue vacation benefits.

Policy History:

Adopted on: February 22, 2017

Revised on: