

Vacation Leave

Noncertified Personnel

All full year employees (260 days) shall earn up to a maximum of 10 days vacation per year for the first five years of continued employment. Those employed after July 1 of each contract year will have their vacation days prorated.

Effective with the sixth full year of employment through the tenth year of employment, an employee shall earn up to a maximum of 15 days vacation per year.

Effective with the eleventh full year of employment, and for each year thereafter, an employee shall earn up to a maximum of 20 days vacation per year.

With administrative approval, additional vacation may be granted.

Administrators

Administrators on twelve-month contracts (*260 days*) shall have twenty (20) vacation days per year. Those employed after July 1 of each contract year will have their vacation days prorated.

Scheduling of Vacation Days

Earned vacation for all employees may be taken at a time mutually agreed to by the employee and his or her supervisor. All vacation days earned during a work year must be utilized prior to June 30 of the following calendar year or they are lost (not paid).

Processing of Vacation Days

All vacation (as outlined with the above criteria) will be given to eligible employees upon hiring and annually on July 1 of each year.

Payout of Unused Vacation

A departing employee's final payroll will be adjusted for unused earned vacation days. In the year of departure, the amount of vacation days earned will be prorated based on the number of work days fulfilled for the year. If the employee used more than they earned for that year, the final pay will be adjusted accordingly.

Adopted: 03/13/03
Amended: 08/05/09
Amended: 12/08/10
Reviewed: 11/02/16
Amended: 04/11/18