

Vacation Leave

Employees who are employed a minimum of two hundred sixty days (full time 2,080 hours) will receive annual paid vacation and 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>
1-10	10 days
11	15 days

Vacation will accrue at one twelfth per month on an annual basis from July 1st through June 30th. Qualifying employees who have completed 1-10 years of service will accrue vacation at a rate of .83 days per month (10 days divided by 12 months). At the start of their 11th year, qualifying employees will begin to accrue vacation at a rate of 1.25 days per month (15 days divided by 12 months).

Qualifying employees may elect to “sell back” up to five (5) vacation days per year. Employees will be paid the equivalent of their daily rate at the time the vacation days were earned. An employee must complete an electronic Time Off request for vacation days to be sold back in Skyward identifying the dates requested. Payment will be made on the next available payroll cycle.

Vacation leave is intended to be used during that year in which it is earned. Vacation days from the previous fiscal year must be used by August 16th. After August 16th, accumulated vacation days from the previous fiscal year of five (5) or fewer will be paid on the next available payroll cycle. Accumulated vacation days from the previous fiscal year in excess of five (5) will be lost.

Vacation time may be used ahead of its actual accrual. However, if an employee terminates and has used more vacation than accrued, the proportionate amount of daily pay will be deducted from the employee’s final paycheck.

A request for days beyond those allowed must be presented to the superintendent for board approval. Additional days may be approved but will result in salary adjusted for days or portions of days that employees are absent.

An employee must complete an electronic Time Off request for vacation leave or vacation days to be sold back in Skyward identifying the dates requested. The electronic request will be sent to the employee’s immediate supervisor for approval. Prior approval by the administration must be given before vacation leave is taken. Requests must be made as far in advance as possible so that a substitute may be arranged. Scheduling of vacation will be done, in so far as possible, in accordance with the wishes of the employee in any amount up to the total of the employees earned vacation days. However, not more than thirty percent of the workforce in any department will be authorized vacation at any one time without written consent of the superintendent. No employee will be allowed to use multiple vacation days during critical times in their work schedule where the employee’s job duties and responsibilities will be compromised by a prolonged absence. The superintendent may disallow scheduled vacation when circumstances require the presence of the employee to meet critical deadlines or some other emergency not foreseen when vacation was originally scheduled.

Policy History:

Adopted on: 03/25/2008

Revised on: 04/23/2019