

# Lane Education Service District Administrative rule

Code: **GCBE/GDBE-AR**  
Adopted: 2/11/94  
Readopted: 9/25/01, 6/26/07, 10/28/08  
Orig. Code(s): GCBE/GDBE-AR

## Staff Vacation

### Licensed Staff Vacation

Employees who work a 260-day contract shall be granted full accrued vacation leave each year. The director shall retain discretion regarding the scheduling of the leave but the needs and operation of the ESD as well as the interests of the employee shall be considered in determining the schedule.

Employees who work a 249-day contract shall develop an annual calendar with the appropriate director. The calendar will designate the employee's nonwork days as well as vacation days. Upon approval by the director, a copy of the calendar shall be forwarded to the human resources office for inclusion in the employee's personnel file.

To assist in the development of the vacation schedule, the guidelines stated herein are to be followed:

1. Vacation earned during a fiscal year is available for use during the following year. It is posted on the leave record as of July 1 following the fiscal year in which it is earned. This is a long-standing Lane ESD practice and continues in force. In special situations, appropriate directors have the discretion to allow employees to use earned vacation days prior to posting on the employee leave records. This should be requested in writing by the employee prior to use, approved by the appropriate director with a copy of the request and the approval being sent to the human resources office;
2. Vacation posted to an employee's record is to be used during the fiscal year that it is posted;
3. In emergency situations, an employee may carry forward a maximum of 10 days of unused vacation to be posted to his/her leave record on the subsequent July 1. In order to be eligible to carry unused vacation forward, an employee will submit a written request stating the nature of the emergency. This request will be reviewed by the appropriate director. If the request is validated and approved by the director, it shall be submitted to the superintendent by May 15. If denied, the appropriate director will meet with the employee and specify dates during the period from May 15 to June 30 in which the employee will be on vacation in order to use days remaining during that fiscal year. It is not expected that 249-day employees would qualify for emergency provisions;
4. By definition an emergency shall be limited to an unforeseen circumstance in which the operation of the ESD would be adversely affected if the employee had taken the planned vacation;
5. In the event an employee terminates prior to using the accrued vacation, he/she shall be paid for the time at the employee's daily salary rate at the time of his/her resignation.

## **Classified Staff Vacation**

Twelve-month classified employees shall earn paid vacation on the basis of their length of service with the ESD. All vacations shall be calculated on a July 1 through June 30 fiscal year basis. Vacation accrual commences with the first full month of employment. No proration will be granted for part-month employment.

To be eligible for vacation, an employee must have completed one full year of employment. A new employee will be eligible to take earned vacation after completing his/her six-month probationary period. Any vacation utilized by an employee covered by this option is charged against the annual vacation entitlement.

Every employee who begins employment after July 1 will have his/her vacation pro-rated for the first year. The pro-ration shall be calculated at the rate of 5/6 of a day per month. This accrual will be posted at the close of the fiscal year in which it is earned. Thereafter, vacation days will be posted at the close of each fiscal year, based on the following schedule:

1 - 4 years employment	10 days
5 - 9 years employment	15 days
10 - 14 years employment	20 days
15 years or more employment	22 days

Classified employees who work less than 12 months do not accrue vacation. If an employee's work year is increased to 12 months, vacation is accrued on the same basis as it is for a new employee, except to the extent the number of actual months the individual is employed will be credited toward the years of experience. For example, an employee who has worked 10 months per year for three years would receive 2.5 years credit. (30 divided by 12 = 2 years 6 months)

Employees shall be granted their full accrual each year. The director shall retain discretion regarding the scheduling of the leave, balancing the needs of the agency with the interests of the employee. In no event shall an employee be required to take a portion of his/her accrued vacation in a way as to prevent him/her from having seven consecutive days off.

Vacation leave is not cumulative. In emergency situations, a maximum of 10 days vacation may be carried over if approved by the superintendent. The employee shall submit a written request by May 15 stating the reasons for the request.

Individuals who terminate employment with the ESD will be paid for their accrued vacation time when they leave the ESD.

VACATION CARRYOVER REQUEST FORM

Name:	Date:
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Amount of Carryover Request	
Describe Emergency Preventing Use of Vacation:	
Plan for Using Carryover:	

\_\_\_\_\_  
Employee Signature

- Approved
- Denied
- Modified

Submit for review to Service Area Director prior to May 15 as per administrative rule GCBE/GDBE-AR, Staff Vacation

Date:

To: [click here and type names]

From:

RE: Vacation Carryover

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The following employees have submitted vacation carryover requests. I have reviewed their requests and find that valid circumstances prevented the employee from using their accrued vacation. Each employee has plan for the use of the carryover.

Name	Carryover
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I recommending that these request be approved.

Approved

Denied

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Superintendent Signature

**Forward to Human Resources**