

Phoenix-Talent  
School District 4

Code: **GDBE**  
Adopted: 11/15/84  
Revised/Readopted: 12/16/98

## Support Staff Vacations and Holidays

### Vacations – 12 Month Employees

Employees on a 12-month work year shall make application for vacation to their immediate supervisor for approval at least six (6) weeks prior to the proposed vacation. Vacation is granted according to the current negotiated agreement. The supervisor will determine whether or not a replacement is necessary. Vacation time may not be accumulated past the earned yearly vacation, except for extenuating circumstances approved by the Board. When an employee is terminated, he or she will be paid for any unused vacation time accumulated during that year.

END OF POLICY

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Legal Reference(s):

[ORS 187.010](#)

[ORS 336.010](#)