

Riverdale School District 51J

Code: **GDBE**
Adopted: 7/20/98
Readopted: 6/12/06
Orig. Code(s): GDBE

Vacation - 12 Month Classified Employees

Vacation pay is established for twelve month classified employees as follows:

1. Full-time twelve-month personnel who have not been in the district's employ a full year shall be granted a pro-rata portion of earned vacation.
2. Full-time twelve-month personnel are granted 10 working days vacation with pay per fiscal year after one full year of employment.
3. Full-time twelve-month personnel are granted 15 working days vacation with pay per fiscal year after five full years of employment.
4. Full-time twelve-month personnel are granted 20 working days vacation with pay per fiscal year after 15 full years of employment.
5. Vacation time earned must be taken during the fiscal year in which it was earned. Up to five working days may be carried over into the subsequent year but is not cumulative thereafter.
6. Scheduling of vacation days will be at the discretion of the superintendent/principal.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)