

Vacations and Holidays

Classified/Confidential Staff Vacation

Twelve-month employees shall earn paid vacation on the basis of their length of service with the district. 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. All vacation must be pre-approved by the district.

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 - 5 years employment | 10 days |
| 6 - 10 years employment | 15 days |
| 11 - 20 years employment | 20 days |
| 20 years or more employment | 25 days |

Vacation leave is not cumulative. A maximum of 10 days vacation may be carried over. The employee shall submit a written request no later than August 1.

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