

## PAID LEAVE – VACATION

All 12-month full-time employees earn a vacation allowance. Employees may not use vacation during the first six (6) months of employment without the written approval of the director. Less-than-12 month-employees generally do not earn vacation leave, but they are not required to work on school holidays or on snow days when schools are officially closed.

### A. Accumulation

Twelve-month full-time employees accumulate vacation credit as follows:

<u>Years of Service</u>	<u>Rate Per Month</u>	<u>Maximum Accumulation</u>
Less than 10	10 hours*	240 hours
10 or more	12 hours*	400 hours

\* Annual accruals will be credited on July 1<sup>st</sup>.

An employee moving from 10 hours to 12 hours per month will be credited according to the ten-year anniversary of his or her leave plan date.

On June 30<sup>th</sup> of each year, vacation leave will be reduced to the maximum accumulation allowed. Any accumulated vacation balance over the maximum allowed will be converted to sick leave.

The director or his/her designee may approve up to six months' extension of the above June 30<sup>th</sup> date, providing unusual workload conditions or emergency circumstances existed which prevented the employee from using excess vacation prior to June 30<sup>th</sup>.

### B. Upon Separation of Employment

Individuals who separate employment with the school shall be paid for unused vacation leave credit up to the maximum accumulation allowed. Payments for unused vacation leave will be calculated on the next payroll after the employee separates their employment to allow for any usage of time during the last scheduled pay period.

If an employee changes from a 12-month contract to a less-than-12-month contract and has accumulated vacation hours, that employee may convert accumulated vacation days to personal leave days; likewise, an employee who moves to a 12-month work assignment may convert personal leave to vacation leave.

C. Compensatory Time

An exempt employee with compensatory days to credit shall use them before using vacation leave. Compensatory time shall not be carried from one (1) year to the next.

Non-exempt employees are not eligible for compensatory time.

D. Scheduling

Vacation leave scheduling shall be arranged with and approved by the employee's immediate supervisor.

E. Payment for Accumulated Leave

An employee who separates employment shall be paid for accumulated vacation or personal leave not exceeding the maximum permissible accumulation set forth above.

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Cross Ref:

Pol 5065	Staff Leave and Absences
Reg 5065-R12	Leave of Absence without Pay
Reg 5065-R6	Reg: Compensatory Time for Employees