



Book	Policy Manual
Section	Ready for the board - December 2024 Updates
Title	Copy of VACATION
Code	po4433
Status	
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4433 - **VACATION**

All full time, 260 day employees shall be eligible for vacation. If a 260-day employee changes their position or work calendar to work less than 260 days, they are still eligible to use accumulated vacation days.

Vacation may be taken in no less than one-half (1/2) day segments.

An employee may accumulate unused vacation days.

All employees who have provided from zero to up to six years of employment service will earn 0.8333 days of paid vacation per calendar month of employment, or major fraction thereof (2 weeks per 12 months employment). All employees who have provided six to up to sixteen years of service will earn 1.25 days of paid vacation per calendar month of employment, or major fraction thereof (3 weeks per 12 months employment). All employees who have provided sixteen or more years of service will earn 1.666 days of paid vacation per calendar month of employment, or major fraction thereof (4 weeks per 12 months employment).

The schedule for all vacation must be approved in advance by the employee's immediate supervisor. It shall be the responsibility of the supervisor to maintain an adequate workforce.

Upon termination of employment, accumulated vacation leave may be used to receive a lump sum payment based upon the employee's daily rate of pay for a maximum of 40 accrued days.

***** Any employee with 45 accumulated vacation days or more may request to cash out up to five vacation days yearly. The request must be submitted to the superintendent between April 1 and April 15. The Superintendent will approve or deny on or before April 20. Vacation cash outs will occur on the first pay in May.

*all vacation reimbursement is based upon availability of funds.