

Vacation Leave

Classified employees working twelve (12) months per year, and twenty (20) hours per week or more, shall accrue annual vacation leave according to the following schedule. Vacation accrual shall begin during the first month in which the employee receives their first paycheck, and will be accrued monthly on a prorated basis.

<u>Years of Service with the District</u>	<u>Maximum Accrued Vacation Leave</u>
0-5	10 days
6-10	15 days
11+	20 days

Vacation time will be accrued in hours and a vacation day is the same number of hours as the employee's budgeted work day, based on a five-day workweek.

All vacation leave should be requested at least two (2) weeks in advance, and approved by the employee's immediate supervisor.

Vacation time will not be granted prior to being accrued. Accumulation of unused vacation time will be allowed up to the Maximum Accrued Vacation Leave plus five (5) days from the previous fiscal year, based on years of service. The Superintendent may make exceptions when extenuating circumstances exist.

Employees may request payment in lieu of vacation by submitting a written request to Payroll no later than June 1<sup>st</sup>.

Upon termination of employment, unused accrued vacation will be paid in the employee's final paycheck.

Previous Policy: 603.3, 603.3AP

Policy History:

Adopted on: June 13, 2017

Revised on: October 10, 2017