

# Regulation

**Purpose:**

The purpose of vacation is to allow eligible employees the flexibility to accrue paid time off and request to use it for any purpose he or she wishes. This includes time off for rest and relaxation, vacations, holidays that are not observed by the employer, and time away from work for personal or other matters. Vacation days are a benefit provided to designated employee groups.

**Eligibility:**

All full-time regular 12-month (260 contract) staff are eligible for vacation.

**Earning:**

All eligible employees are allotted 10 vacation days. An employee must be employed for 6 months before he or she can take vacation.

**Requests for days:**

An employee must complete a Vacation Request Form and submit it to their supervisor for approval in advance. A request must be made two weeks in advance. Your supervisor will notify you if your request is approved or denied.

**Carry over and time limit on use:**

Employees must use all vacation in the year it is earned. Any days not taken will be forfeited.

**Payment upon departure from district employment:**

Employees will not receive payment for any accrued, unused vacation days.

**Holidays:**

Paid holidays will be noted on the 260 day duty calendar released annually.