

POLICY TITLE:	Vacation – Full Time Personnel	POLICY NO:
	Minidoka County Joint School District # 331	542.90
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All full-time employees of Minidoka County Joint School District No. 331 who are assigned a twelve-month work schedule , will receive annual paid vacation. Employees who are on a 12-month work schedule who work less than 30 hours per week are not eligible for paid vacation.

The following guidelines are delineated:

1. Each employee shall schedule his/her vacation time in advance, by consulting with the proper supervisory personnel of the department or building to which he/she is assigned. Scheduling of said vacation shall be done, in so far as possible, in accordance with the wishes of the employee in any amount up to the total of the employees earned vacation credits.
2. Vacation leave is intended to be used during that year in which it is earned. Accumulation of unused vacation time will be allowed up to ~~a total of twenty (20) days, with a maximum carryover of 40 hours or five (5) days.~~ 40 hours more than your annual accrual.
3. Not more than thirty percent of the work force in any department shall be authorized annual vacation at any one time without special permission of the superintendent.
4. No leave time will be accrued if the employee is on unpaid leave or if absent for more than half of a month's working days.
5. Full-time employees of Minidoka County Joint School District No. 331, shall accrue annual vacation with pay at the rate listed (based on a 40 hour work week):

Maximum Annual Accrual

0 - 5 years of continuous employment	10 days <u>80 hrs.</u> per yr.
6 - 10 years of continuous employment	13 days <u>104 hrs.</u> per yr.
11 - 15 years of continuous employment	15 days <u>120 hrs.</u> per yr.
16 - 20 years of continuous employment	18 days <u>144 hrs.</u> per yr.
21 or more years of continuous employment	20 <u>160 hrs.</u> days per yr.

6. Vacation will not be available until after the probationary period of 90 days.-
7. Accrued vacation time will be paid out upon separation of employment.



LEGAL REFERENCE:

ADOPTED: September 15, 1992

AMENDED/REVISED: September 4, 1996, April 17, 2006: March 17, 2014;

July 17, 2023; January 27, 2025