

PERSONNEL

Policy 5334

Personnel Vacations

Employees scheduled to be physically at work 12 months/year, shall accrue vacation leave according to the following guidelines (unless an applicable collective bargaining agreement or individual employment contract provides otherwise):

<u>Years of Completed District Service</u>	<u>Days of Annual Vacation Leave</u>
1-4	12 days
5-10	17 days
11+	22 days

**Employees who advance in vacation leave accrual at completion of the last year in the years of service range.*

Employees may carry over up to one additional year's vacation time from one year to the next. Days in excess of that number not taken will be lost without pay.

Vacations will be scheduled at least 2 weeks in advance with the immediate supervisor.

Upon employment annual vacation time allocation will be pro-rated and adjusted based upon the employment date. ~~to a fiscal year, i.e. July 1 through June 30.~~

Upon termination, annual vacation time allocations will be prorated and adjusted based on the separation date.

Upon termination, unused vacation time will be paid at the employee's rate of pay, up to maximum of one year's annual vacation leave. Leave accrued beyond one year will be lost without pay.

Adopted: August 2015
Revised: September 2025
Revised: February 2026