
BOARD AGENDA ITEM

Information/Discussion _____

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Action X _____

Item: Classified Hourly Vacation Allotments

Submitted by: Dave Rodgers

Date: February 9, 2026

Recommended by: Dave Rodgers

Board Meeting Date: February 16, 2026

RECOMMENDATION: It is recommended that the Board modify the current allotment of vacation days allocated for classified hourly staff as detailed below. These changes would take effect July 1, 2026.

BACKGROUND: The existing Staff Handbook for classified hourly employees currently provides the vacation allotments listed below:

260 Day Classified Hourly - Annual Vacation Days

Twelve Month Employee (Full-Time)

1st – 5th year: 10.5 Vacation Days

6th -10th year: 15.5 Vacation Days

11th year and thereafter: 20.5 Vacation Days

It is recommended that the existing handbook language be replaced with the following, effective July 1, 2027.

Twelve Month Employee (Full-Time)

1st – 5th year: 15.5 Vacation Days

6th -10th year: 18.5 Vacation Days

11th year and thereafter: 20.5 Vacation Days