

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	40 12 days
5-10	45 17 days
11+	20 22 days

**Employees 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.

Vacation time will be pro-rated and adjusted to a fiscal year, i.e. July 1 through June 30.

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