

### **Eligibility Criteria / Accrual Rates and Availability**

Each full-time employee who serves in a position normally requiring 12 months of service (minimum of 226 workdays) shall earn ten paid vacation days (80 hours) per work year, in accordance with administrative regulations.

For the purposes of this regulation, “continuous employment” shall mean the individual has not had a break in employment in the District.

The District shall make vacation time for the current work year available at the beginning of the work year.

An employee shall not earn paid vacation when in an unpaid status. An employee using full or proportionate paid leave or vacation shall be considered to be in a paid status.

If an employee uses more paid vacation than he or she has earned, the District shall deduct the cost of the unearned vacation time from the employee’s final paycheck for the work year or from the last paycheck if the employee ceases to be employed by the District during the work year.

### **Request and Approval Processes / Scheduling**

The District shall not approve use of paid vacation for more paid vacation than the employee has accumulated in prior years plus those to be earned during the current work year. Use of paid vacation shall be scheduled in advance with approval from the employee’s immediate supervisor

### **Accumulation**

<b>For employees whose usual assignment equivalent is:</b>	<b>Maximum amount of vacation that may accrue in one year:</b>	<b>Rate of accrual:</b>
Between 63 and 75 percent	60 hours	5 hours per month
Between 76 and 100 percent	80 hours	7 hours per month

### **Carryover**

Vacation days do not accrue and carry over from year to year.

### **Reimbursement**

A District employee who retires, resigns, or is released is not eligible to receive a pro rata remuneration for unused vacation time accrued prior to leaving the District.