

POLICY TITLE:	Vacation – Full Time Personnel	POLICY NO:
	Minidoka County Joint School District # 331	542.90
		PAGE 1 of 2

All full-time employees of Minidoka County Joint School District No. 331 who are assigned a twelve-month work schedule with at least 245 work days, will receive annual paid vacation. Employees who are on a 12-month work schedule who work less than 20 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.
- ~~1.2.~~ 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.
3. ~~2.~~ 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.~~ An employee is eligible for holiday pay based on their work agreement, or during the preceding payroll week.
- ~~2.5.~~ 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:

	<u>Maximum Annual Accrual</u>
0 - 5 years of continuous employment	10 days per yr.
6 - 10 years of continuous employment	13 days per yr.
11 - 15 years of continuous employment	15 days per yr.
16 - 20 years of continuous employment	18 days per yr.
21 or more years of continuous employment	20 days per yr.

- 6.. Vacation will not be available until after the probationary period.
- ~~5.~~ Employees will be allowed to roll over a maximum of one week (40 hours) per year..
- ~~5.~~ With written Superintendent approval, employees may be allowed in lieu of vacation days which will actually be taken following their anniversary date. The "in lieu of

~~vacation days" provision is intended for use by employees whose work calendar makes it difficult to take vacation days in a timely manner.~~

7. Accrued vacation time will be paid out upon separation of employment.
8. ~~Teacher aides and school secretaries are not eligible for paid vacations.~~



LEGAL REFERENCE:

ADOPTED: September 15, 1992

**AMENDED/REVISED: September 4, 1996, April 17, 2006: March 17, 2014;
July 17, 2023**