

8.38-CLASSIFIED PERSONNEL VACATIONS

The vacation Policy which will pertain to all classified twelve-month employees applies as follows:

Vacation entitlement is earned from July 1 to June 30. This vacation may be taken beginning June 1 of the year earned and should be taken not later than June 30 of the following fiscal year. Unused vacation leave will be carried over to a new fiscal year. The maximum accumulation of vacation days, including the final year of service with the District, will be fifteen days. Twelve-month employees on contract at June 30, 2021 may accumulate a maximum of thirty-five days of vacation.

1. Employees who work fewer than twenty contract days will have earned no vacation.
2. Employees will earn vacation at the rate listed on the table below. An employee must work the full calendar month from the first available contract day of that month to the last available contract day of that month to earn a vacation day (as listed below) for the month:

Years of District "Experience Credit"	Rate Vacation is Earned	Maximum Vacation Days Earned per Year
0-9	1.0 day per month (up to 10 days per year)	10 days
10 and above	1.25 days per month (up to 15 days per year)	15 days

3. Vacation must be taken in one-half day or full day increments only.
4. Upon separation an employee will be paid for any vacation earned up to fifteen days in accordance with the table above. Upon separation, twelve-month employees on contract at June 30, 2021 will be paid for any vacation earned up to thirty-five days.

Date Adopted:
Last Revised: