

SICK LEAVE

G. SEVERANCE:

If after ten or more years service to the Fort Smith Public Schools an employee leaves the District, that employee, upon separation, will receive payment of his or her unused portion of sick leave to a maximum of one hundred twenty days at the base rate of current clerical substitute ~~clerical~~ pay. Payment will be made only for unused sick leave that is accumulated under section A of this policy. ~~Application for payment must be made at the time of severance.~~

H. RETIREMENT:

If after five or more years service to the Fort Smith Public Schools an employee retires, that employee, upon separation, will receive payment of his or her unused portion of sick leave to a maximum of one-hundred twenty days at the base rate of current clerical substitute pay. Payment will be made only for unused sick leave that is accumulated under section A of this policy. ~~Application for payment must be made at the time of retirement~~

SICK LEAVE

Fort Smith educational secretaries and other office personnel are allowed sick leave for personal illness according to the provisions and schedule listed below (also see *Family Illness*):

A. SICK LEAVE ACCUMULATION:

Each employee will receive a minimum of one day per month or major portion thereof sick leave per year at full pay. Sick leave that is unused by an employee during any school year will be accumulated for such employee's sick leave account at a rate of one day per month or major portion thereof with unlimited accumulated sick leave. An employee who qualifies for sick leave may use any amount up to his or her total number of accumulated days. Employees coming into the District will be credited with accumulated leave from other Arkansas public school systems.

B. EXTENDED LEAVE:

In the event an employee in the Fort Smith School District exhausts his or her sick leave under section A of this policy, he or she will be allowed an additional one hundred fifteen (115) days to be used over a lifetime with only the cost of the substitute salary being deducted. Extended Leave that is unused by an employee during any school year will be accumulated for use in subsequent school years while the employee is employed by the district. This provision will be administered annually as needed using the following guidelines:

<u>Years Experience</u>	<u>Leave</u>
0-1 Year	10 days
2-20 Years	5 days

Sick leave benefits provided in sections A and/or B of this policy may be claimed beginning the first day of the contract.

C. CATASTROPHIC AND DREAD DISEASE LEAVE:

An employee who becomes unable to perform his or her duties due to an injury or disease certified by the treating physician will be granted up to thirty days leave at full pay in one year or seventy-five days leave with full pay during the total employment tenure of the individual. Additional leave with only the cost of the substitute's salary being deducted will be granted annually as needed at the following rate:

Up to 5 years service 30 days
Five to 10 years service 60 days
More than 10 years service 150 days

Benefits under this section are payable for time of illness or incapacitation during the dates of service in the contract. The employee must exhaust sick leave under Section A before using leave under Section C.

Eligibility under this section may be established any time on or after the date of signing a contract. Once eligibility has been established, benefits may be claimed more than once in a school year for the initial injury, disease, or complication. Additional eligibility must be established each year or for any unrelated injury or disease.

Physician statements verifying that the employee is unable to work must be provided to the district as requested. The district may request a confirming statement about the status of an employee's incapacitation from a physician of its choice.

D. EXHAUSTION OF SICK LEAVE:

If an employee should take sick leave after exhausting all leave under sections A, B, C, and D of this policy, it will result in an immediate deduction of salary at his or her daily rate of pay for each day taken. Upon resignation prior to the end of an employee's contract, any sick leave that has been used but not earned will be deducted from the final payment at the employee's daily rate of pay.

E. PHYSICIAN'S STATEMENT:

The treating physician's statement may be requested by the principal or superintendent from any employee who is absent due to personal illness. The School District may request a confirming statement about the status of an employee's illness from a physician of its choice.

F. WORKERS COMPENSATION:

An employee eligible for worker's compensation benefits should make application for those benefits. The District will use the employee's accumulated sick leave until exhausted so that when combined with workers' compensation he or she will receive payment equivalent to his or her regular weekly salary. Sick leave time used in conjunction with workers' compensation will be computed on the same basis as regular sick leave.

Payments made to an employee under any District plan or policy shall be considered advance payment of compensation under the Arkansas Workers' Compensation Act; the District shall be entitled to a dollar for dollar credit toward the total amount of indemnity benefits due.

Any accrued sick leave which is used to establish additional retirement credit is not eligible for payment under this policy.

G. SEVERANCE:

If after ten or more years of service to the Fort Smith Public Schools an employee leaves the District, that employee, upon separation, will receive payment of his or her unused portion of sick leave to a maximum of one hundred twenty days at the base rate of current clerical substitute pay. Payment will be made only for unused sick leave that is accumulated under section A of this policy.

H. RETIREMENT:

If after five or more years of service to the Fort Smith Public Schools an employee retires, that employee, upon separation, will receive payment of his or her unused portion of sick leave to a maximum of one hundred twenty days at the base rate of current clerical substitute pay. Payment will be made only for unused sick leave that is accumulated under section A of this policy.

I. DEATH:

If an employee dies while employed in the Fort Smith School District, that employee's beneficiary will receive payment at the base rate of current substitute clerical pay of the unused portion of the employee's sick leave to a maximum of one hundred twenty days which had accumulated while the deceased was employed in the Fort Smith School District. Payment will be made only for unused sick leave that was accumulated under section A of this policy.

J. CARE OF A CHILD FOLLOWING BIRTH OR ADOPTION:

Upon request each employee may be granted a maximum of thirty days paid leave with only the reduction for the current base rate of substitute pay for the purpose of caring for a child following birth or adoption. The employee is entitled to one leave per child and agrees to not take an additional paying job during the leave of absence. Upon return from such leave, the employee will be placed at the position on the salary schedule the employee would have attained had he or she worked in the District during such period.

K. FAMILY AND MEDICAL LEAVE:

Pursuant to the *Family and Medical Leave Act of 1993*, the Fort Smith School District will grant unpaid leave which when combined with other paid leave should not exceed a maximum of sixty days (twelve weeks) during any one rolling-year period (a "rolling" twelve-month period is measured from the date an employee begins FMLA leave).

All eligible employees may be granted leave under this provision for one or more of the following reasons:

1. The birth of a child of the employee and in order to care for such child.
2. The placement of a child with the employee for adoption or foster care.
3. To care for the spouse, child, or parent of the employee in the case of a serious health condition.
4. A serious health condition that makes the employee unable to perform the functions of the position of such employee.

In addition to the provisions of the previous paragraph, employees may be eligible for leave related to military service:

1. Eligible employees may be granted up to 12 weeks of leave because of "any qualifying exigency" (as defined by federal regulation) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty status, in support of a contingency operation.

2. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty may be granted up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

For purposes of leave taken under this section, a serious health condition means an illness, injury, impairment, or physical or mental condition that includes:

1. In-patient care in a hospital, hospice, or residential medical care facility, or
2. Continuing treatment by a healthcare provider.

Eligibility under this section requires that an employee has been employed by the District for at least one fiscal year and has worked 1250 hours over the previous twelve months.

The request for family/medical leave under this provision should be made in writing to the Associate Superintendent for Human Resources thirty days prior to the beginning of the leave.

Medical certification from a licensed, practicing healthcare provider must be provided with the request for FMLA. The certification must verify the need for the leave and the estimated length of the leave. The certification must include a statement that the employee is unable to perform the required functions of his or her position when applicable.

Leave granted under this provision will be in conjunction with (not in addition to) other paid or partially-paid sick leave provided by the District. Other paid or partially-paid leave which qualifies as a family/medical leave will be substituted for days provided under this section.

This section will be administered in compliance with the *Family and Medical Leave Act of 1993*.

Revised May 2018

Approved 5-20-13

Supersedes GDBDB dated 5-23-11

Supersedes GDBDB dated 4-26-10

Supersedes GDBDB dated 6-22-09

Supersedes GDBDB dated 6-26-07

Supersedes GDBDB dated 6-26-06

First Reading

GDBDBA (Bldg & Grounds / Child Nutrition)

SICK LEAVE

F. SEVERANCE AND RETIREMENT:

If after ten or more years of service to the Fort Smith Public Schools an employee leaves the District, that employee, upon separation, will receive payment of one-half of ~~the~~ his or her unused portion of sick leave at the base rate of current applicable substitute pay up to a maximum ~~payment~~ of sixty days.

Payment will be made only for unused sick leave that is accumulated under section A of this policy. ~~Application for payment must be made at the time of severance.~~

SICK LEAVE

Buildings and grounds and child nutrition employees are allowed sick leave according to the provisions listed below (also see *Family Illness*):

A. SICK LEAVE ACCUMULATION:

Each employee will receive a minimum of one day per month or major portion thereof sick leave per year at full pay. Sick leave that is unused by an employee during any school year will be accumulated for such employee's sick leave account at a rate of one day per month or major portion thereof with unlimited accumulated sick leave. An employee who qualifies for sick leave may use any amount up to his or her total number of accumulated days. Employees coming into the District will be credited with accumulated leave from other Arkansas public school systems.

B. CATASTROPHIC AND DREAD DISEASE LEAVE:

An employee who becomes unable to perform his or her duties due to an injury or disease certified by the treating physician will be granted up to thirty days leave at full pay in one year or seventy-five days leave with full pay during the total employment tenure of the individual. Additional leave with only the cost of the substitute salary being deducted will be granted annually as needed at the following rate:

Up to 5 years service 30 days
Five to 10 years service 60 days
More than 10 years service 150 days

Benefits under this section are payable for time of illness or incapacitation during the dates of service in the contract. The employee must exhaust sick leave under Section A before using leave under Section B.

Eligibility under this section may be established any time on or after the date of signing a contract. Once eligibility has been established, benefits may be claimed more than once in a school year for the initial injury, disease, or complication. Additional eligibility must be established each year or for any unrelated injury or disease.

Physician statements verifying that the employee is unable to work must be provided to the district as requested. The district may request a confirming statement about the status of an employee's incapacitation from a physician of its choice.

C. EXHAUSTION OF SICK LEAVE:

If an employee should take sick leave after exhausting all leave under sections A and B of this policy, it will result in an immediate deduction of salary at his or her daily rate of pay for each day taken. Upon resignation prior to the end of an employee's contract any sick leave that has been used but not earned will be deducted from the final payment at the employee's daily rate of pay.

D. PHYSICIAN(S) STATEMENT:

The treating physician's statement may be requested by the principal or superintendent from any employee who is absent due to personal illness. The School District may request a confirming statement about the status of an employee's illness from a physician of its choice.

E. WORKERS COMPENSATION:

An employee eligible for worker's compensation benefits should make application for those benefits. The District will use the employee's accumulated sick leave until exhausted so that when combined with workers' compensation he or she will receive payment equivalent to his or her regular weekly salary. Sick leave time used in conjunction with worker's compensation will be computed on the same basis as regular sick leave.

Payments made to an employee under any District plan or policy shall be considered advance payment of compensation under the Arkansas Workers' Compensation Act; the District shall be entitled to a dollar for dollar credit toward the total amount of indemnity benefits due.

F. SEVERANCE AND RETIREMENT:

If after ten or more years of service to the Fort Smith Public Schools an employee leaves the District, that employee, upon separation, will receive payment of one-half of his or her unused portion of sick leave at the base rate of current applicable substitute pay up to a maximum of sixty days.

Payment will be made only for unused sick leave that is accumulated under section A of this policy.

G. DEATH:

If an employee dies while employed in the Fort Smith School District, that employee's beneficiary will receive payment at the base rate of current substitute pay of the unused earned portion of the employee's sick leave to a maximum of one hundred twenty days which had accumulated while the deceased was employed in the Fort Smith School District. Payment will be made only for unused earned sick leave that was accumulated under section A of this policy.

H. CARE OF A CHILD FOLLOWING BIRTH OR ADOPTION:

Upon request each employee may be granted a maximum of thirty days paid leave with only the reduction for the current base rate of substitute pay for the purpose of caring for a child following birth or adoption. The employee is entitled to one leave per child and agrees to not take an additional paying job during the leave of absence. Upon return from such leave the employee will be placed at the position on the salary schedule the employee would have attained had he or she worked in the District during such period.

I. FAMILY AND MEDICAL LEAVE:

Pursuant to the *Family and Medical Leave Act of 1993*, the Fort Smith School District will grant unpaid leave which when combined with other paid leave should not exceed a maximum of sixty days (twelve weeks) during any one rolling-year period (a "rolling" twelve-month period is measured from the date an employee begins FMLA leave).

All eligible employees may be granted leave under this provision for one or more of the following reasons:

1. The birth of a child of the employee and in order to care for such child.
2. The placement of a child with the employee for adoption or foster care.
3. To care for the spouse, child, or parent of the employee in the case of a serious health condition.
4. A serious health condition that makes the employee unable to perform the functions of the position of such employee.

GDBDBA(4)

In addition to the provisions of the previous paragraph, employees may be eligible for leave related to military service:

1. Eligible employees may be granted up to 12 weeks of leave because of “any qualifying exigency” (as defined by federal regulation) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty status, in support of a contingency operation.
2. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty may be granted up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

For purposes of leave taken under this section, a serious health condition means an illness, injury, impairment, or physical or mental condition that includes:

1. In-patient care in a hospital, hospice, or residential medical care facility, or
2. Continuing treatment by a healthcare provider.

Eligibility under this section requires that an employee has been employed by the District for at least one fiscal year and has worked 1250 hours over the previous twelve months.

The request for family/medical leave under this provision should be made in writing to the Associate Superintendent for Human Resources thirty days prior to the beginning of the leave.

Medical certification from a licensed, practicing healthcare provider must be provided with the request for FMLA. The certification must verify the need for the leave and the estimated length of the leave. The certification must include a statement that the employee is unable to perform the required functions of his or her position when applicable.

Leave granted under this provision will be in conjunction with (not in addition to) other paid or partially-paid sick leave provided by the District. Other paid or partially-paid leave which qualifies as a family/medical leave will be substituted for days provided under this section. This section will be administered in compliance with the *Family and Medical Leave Act of 1993*.

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Supersedes GDBDBA dated 5-23-11

Supersedes GDBDBA dated 4-26-10

First Reading

Supersedes GDBDBA dated 6-22-09

Supersedes GDBDBA dated 6-25-07

Supersedes GDBDBA dated 6-26-06

SICK LEAVE

F. SEVERANCE AND RETIREMENT:

If after ten or more years service to the Fort Smith Public Schools an employee leaves the District, that employee, upon separation, will receive payment of one-half of ~~the~~ his or her unused portion of sick leave at the base rate of current paraprofessional substitute pay up to a maximum of sixty days.

Payment will be made only for unused sick leave that is accumulated under section A of this policy. ~~Application for payment must be made at the time of severance.~~

SICK LEAVE

Paraprofessionals are allowed sick leave according to the provisions listed below (also see *Family Illness*):

A. SICK LEAVE ACCUMULATION:

Each employee will receive a minimum of one day per month or major portion thereof sick leave per year at full pay. Sick leave that is unused by an employee during any school year will be accumulated for such employee's sick leave account at a rate of one day per month or major portion thereof with unlimited accumulated sick leave. An employee who qualifies for sick leave may use any amount up to his or her total number of accumulated days. Employees coming into the District will be credited with accumulated leave from other Arkansas public school systems.

Sick leave benefits provided in section A of this policy may be claimed beginning the first day of the contract.

B. CATASTROPHIC AND DREAD DISEASE LEAVE:

An employee who becomes unable to perform his or her duties due to an injury or disease certified by the treating physician will be granted up to thirty days leave at full pay in one year or seventy-five days leave with full pay during the total employment tenure of the individual. Additional leave with only the cost of the substitute's salary being deducted will be granted annually as needed at the following rate:

Up to 5 years service 30 days
Five to 10 years service 60 days
More than 10 years service 150 days

Benefits under this section are payable for time of illness or incapacitation during the dates of service in the contract. The employee must exhaust sick leave under Section A before using leave under Section B.

Eligibility under this section may be established any time on or after the date of signing a contract. Once eligibility has been established benefits may be claimed more than once in a school year for the initial injury, disease, or complication. Additional eligibility must be established each year or for any unrelated injury or disease.

Physician statements verifying that the employee is unable to work must be provided to the district as requested. The district may request a confirming statement about the status of an employee's incapacitation from a physician of its choice.

GDBDBB(2)

C. EXHAUSTION OF SICK LEAVE:

If an employee should take sick leave after exhausting all leave under sections A and B of this policy, it will result in an immediate deduction of salary at his or her daily rate of pay for each day taken. Upon resignation prior to the end of an employee's contract any sick leave that has been used but not earned will be deducted from the final payment at the employee's daily rate of pay.

D. PHYSICIAN(S) STATEMENT:

The treating physician's statement may be requested by the principal or superintendent from any employee who is absent due to personal illness. The School District may request a confirming statement about the status of an employee's illness from a physician of its choice.

E. WORKERS COMPENSATION:

An employee eligible for workers' compensation benefits should make application for those benefits. The District will use the employee's accumulated sick leave until exhausted so that when combined with workers' compensation he or she will receive payment equivalent to his or her regular weekly salary. Sick leave time used in conjunction with workers' compensation will be computed on the same basis as regular sick leave.

Payments made to an employee under any District plan or policy shall be considered advance payment of compensation under the Arkansas Workers' Compensation Act; the District shall be entitled to a dollar for dollar credit toward the total amount of indemnity benefits due.

F. SEVERANCE AND RETIREMENT:

If after ten or more years of service to the Fort Smith Public Schools an employee leaves the District, that employee, upon separation, will receive payment of one-half of his or her unused portion of sick leave at the base rate of current paraprofessional substitute pay up to a maximum of sixty days.

Payment will be made only for unused sick leave that is accumulated under section A of this policy.

GDBDBB(3)

G. DEATH:

If an employee dies while employed in the Fort Smith School District, that employee's beneficiary will receive payment at the base rate of current substitute paraprofessional pay of the unused earned portion of the employee's sick leave to a maximum of one hundred twenty days which had accumulated while the deceased was employed in the Fort Smith School District. Payment will be made only for unused earned sick leave that was accumulated under section A of this policy.

H. CARE OF A CHILD FOLLOWING BIRTH OR ADOPTION:

Upon request each employee may be granted a maximum of thirty days paid leave with only the reduction for the current base rate of substitutes' pay for the purpose of caring for a child following birth or adoption. The employee is entitled to one leave per child and agrees to not take an additional paying job during the leave of absence. Upon return from such leave the employee will be placed at the position on the salary schedule the employee would have attained had he or she worked in the District during such period.

I. FAMILY AND MEDICAL LEAVE:

Pursuant to the *Family and Medical Leave Act of 1993*, the Fort Smith School District will grant unpaid leave which when combined with other paid leave should not exceed a maximum of sixty days (twelve weeks) during any one rolling-year period (a 'rolling' twelve-month period is measured from the date an employee begins FMLA leave).

All eligible employees may be granted leave under this provision for one or more of the following reasons:

1. The birth of a child of the employee and in order to care for such child.
2. The placement of a child with the employee for adoption or foster care.
3. To care for the spouse, child, or parent of the employee in the case of a serious health condition.
4. A serious health condition that makes the employee unable to perform the functions of the position of such employee.

In addition to the provisions of the previous paragraph, employees may be eligible for leave related to military service:

1. Eligible employees may be granted up to 12 weeks of leave because of any qualifying exigency (as defined by federal regulation) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty status, in support of a contingency operation.

First Reading

- 2.. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty may be granted up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

For purposes of leave taken under this section, a serious health condition means an illness, injury, impairment, or physical or mental condition that includes:

1. In-patient care in a hospital, hospice, or residential medical care facility, or
2. Continuing treatment by a healthcare provider.

Eligibility under this section requires that an employee has been employed by the District for at least one fiscal year and has worked 1250 hours over the previous twelve months.

The request for family/medical leave under this provision should be made in writing to the Associate Superintendent for Human Resources thirty days prior to the beginning of the leave.

Medical certification from a licensed, practicing healthcare provider must be provided with the request for FMLA. The certification must verify the need for the leave and the estimated length of the leave. The certification must include a statement that the employee is unable to perform the required functions of his or her position when applicable.

Leave granted under this provision will be in conjunction with (not in addition to) other paid or partially-paid sick leave provided by the District. Other paid or partially-paid leave which qualifies as a family/medical leave will be substituted for days provided under this section. This section will be administered in compliance with the *Family and Medical Leave Act of 1993*.

Revised May 2018

Approved 5-20-13

Supersedes GDBDBB dated 5-23-11

Supersedes GDBDBB dated 4-26-10

Supersedes GDBDBB dated 6-22-09

Supersedes GDBDBB dated 6-25-07

Supersedes GDBDBB dated 6-26-06

GDBEA (Clerical)
GDBEAB (Paraprofessional)
GDBEAA (Bldg & Grounds / Child Nutrition)
GDBEAC (Transportation)

VACATION

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 ~~up to twenty days~~ will be carried over to a new fiscal year, provided that ~~Effective July 1, 2006~~, the maximum accumulation of vacation days, including the final year of service with the Fort Smith School District, will be thirty-five days.

- A. Employees who work fewer than twenty contract days will have earned no vacation.
- B. Employees will earn vacation at the rate listed on the table listed 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:

<u>Years of Fort Smith “Experience Credit”</u>	<u>Rate Vacation is Earned</u>	<u>Maximum Vacation Days Earned per Year</u>
<u>0 to 9</u>	<u>1.00 day per month</u>	<u>10 days</u>
<u>10 to 19</u>	<u>1.25 days per month</u>	<u>15 days</u>
<u>20 and above</u>	<u>1.50 days per month</u>	<u>18 days</u>

- C. Vacation must be taken in ½ day or full day increments only.
- D. Upon separation, an employee will be paid for any vacation earned up to thirty-five days in accordance with the table above.

First Reading

- B. ~~Employees will earn vacation at the rate of one day per month up to a maximum of ten days per year (excluding longevity employees who earn fifteen or eighteen days per year). *Exception* Employees must work from date of employment to next June 1 in order to be eligible for any earned vacation.~~
- C. ~~After an individual has been credited with twenty years Fort Smith experience, he or she will have earned eighteen days of vacation.~~
- D. ~~After an individual has been credited with ten years Fort Smith experience, he or she will have earned fifteen days of vacation.~~
- E. ~~From one through nine years of service, an individual has a ten-day vacation entitlement per year.~~

GDBEA (Clerical)
GDBEAB (Paraprofessional)
GDBEAA (Bldg & Grounds / Child Nutrition)
GDBEAC (Transportation)

VACATION

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 Fort Smith School District, will be thirty-five days.

- A. Employees who work fewer than twenty contract days will have earned no vacation.
- B. 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:

<u>Years of Fort Smith “Experience Credit”</u>	<u>Rate Vacation is Earned</u>	<u>Maximum Vacation Days Earned per Year</u>
<u>0 to 9</u>	<u>1.00 day per month</u>	<u>10 days</u>
<u>10 to 19</u>	<u>1.25 days per month</u>	<u>15 days</u>
<u>20 and above</u>	<u>1.50 days per month</u>	<u>18 days</u>

- C. Experience credit for out-of-district service may be granted upon application to the Superintendent of Schools.
- D. Vacation must be taken in one-half day or full day increments only.
- E. Upon separation an employee will be paid for any vacation earned up to thirty-five days in accordance with the table above.