

VACATION DAYS FOR SUPPORT STAFF

Employees, if qualified, under the appropriate classification in the Support Employee Handbook or if applicable, the Collective Bargaining Agreement, shall be entitled to vacation days, with pay. This pay will be computed following guidelines in the school district's Support Employee Handbook or Collective Bargaining Agreement. All vacation days are earned in an equalized pro-rated schedule, whereby the total available number of vacation days is earned after a twelve-month period (July – June).

Calculation of eligible vacation days will be based on the number of months an employee works in the “vacation years.” The vacation year starts on July 1 of the calendar year and ends on the following June 30 of the calendar year. A new employee will earn pro-rated vacation days beginning from the first day of employment until June 30. He/she will be able to use those vacation days only after June 30 and will be able to hold those vacation days until August 31 of the next year (fourteen months). Any vacation days remaining at the end of the fourteen-month period will be forfeited by the employee without any monetary reward to the employee.

An employee will not be able to use vacation days that are being earned during a vacation year until after June 30.

If the employee chooses a vacation period that includes a paid holiday, s/he will not have the holiday time charged to his/her vacation account.

All vacation days must have prior approval of the building administrator and/or business administrator. Any conflict in vacation days will be resolved at the sole discretion of the building administrator and/or business administrator.

The school board will pay employees for any earned but unused vacation time for which he/she may be eligible at the time of the termination. Payment for increased vacation days will be made at the employee's hourly rate that was in existence immediately prior to the employee's termination. An employee may not borrow against anticipated vacation time.

An employee promoted, demoted, or transferred to a position having no vacation or a different vacation allowance will begin accruing or not accruing vacation allowance on the basis of the vacation allowance for the new position. A part-time employee changed to full-time status, or vice versa, will begin or cease, accruing vacation allowance on the basis of the new status.



The school board reserves the right to determine vacation schedules, and to rearrange vacation schedules at any time. Further, the school board may alter its vacation policy at any time.

Adopted 2000

