

Article 10 – Vacations

10.1 Annual classified employees shall be granted paid vacation time as follows:

Years accrue at the continuous service rate of:

0 through 4	6.67 hours/month
5 through 9	10.00 hours/month
10 and over	13.34 hours/month

All vacation schedules shall be approved by the immediate supervisor in advance. Should vacation approval not be granted, and that denial would result in forfeited vacation status for the employee, the employee shall be entitled to appeal the denial to the Superintendent.

10.2 Annual employees who work less than eight (8) hours per day or less than forty (40) hours per week shall accrue vacation as scheduled above but on a pro-rated basis based on their respective FTE allocation. Annual employees who work less than twelve (12) months shall not earn vacation during the period they are off.

10.3 A maximum of thirty (30) days of earned vacation time may be accumulated at any time for employees. However, employees who, as of June 30, 1994:

1. Are receiving 16.67 hrs. per month (of earned vacation) and/or
2. Have more than thirty (30) days accumulated, may accumulate a maximum of forty (40) days. Any earned vacation in excess of thirty (30) or forty (40) days shall be forfeited unless taken within the next thirty (30) days following the 30 or 40 day accumulation.

10.4 The District will have the option to declare the day immediately before or immediately after Independence Day a vacation day which shall be charged as a vacation day for applicable employees. There will be no vacation time charged or other charge if no vacation has been accrued as of the Independence Day period.

10.5 Paid holidays that fall within a scheduled paid vacation are in addition to the vacation designated in the three (3) preceding paragraphs.

10.6 New employees will not take vacations during their first three (3) months of employment. Exceptions may be made on a case-by-case basis by the employee's direct supervisor.