

**VACATION/CONFIDENTIAL**

- A. All classified personnel, permanent and probationary, shall earn paid vacation benefits while they are on paid status, on a fiscal year basis, July 1 through June 30, in accordance with the provisions of this policy.
- B. Earned vacation shall not become a vested right until completion of the six month probationary period.
- C. Upon separation from service, the unit member shall be entitled to lump sum compensation for all earned and unused vacation, except if the employee has not completed six months of service. In such cases, the employee would not be entitled to said compensation.
- D. The rate at which vacation shall be paid shall be the employee's current rate. An employee whose vacation is earned and begun under a given status shall suffer no loss or earned vacation credit for subsequent changes in conditions of employment during that vacation.
- E. If the employee has been granted vacation which was used but not earned and leaves district employment, the district shall be entitled to deduct from the employee's last warrant the amount of salary which was paid for any unearned vacation used.
- F. Vacation credits may be accumulated to a maximum of two times the number of days earned yearly.
- G. Vacation credits shall be computed on regular paid time, excluding overtime.
- H. All classified employees shall be notified annually of the accrued vacation.
- I. Vacation schedules shall be prepared by administration and every effort shall be made to enable vacation to be taken at times convenient to the employee consistent with the needs of the district and the workload of the department.
- J. In the case of conflicts in vacation scheduling, the employee with the most hire date seniority shall be given preference, providing that the less senior member required to work has the necessary skills and/or required certificate(s) to perform the work to be done as determined by the supervisor.
- K. Employees on a ten or an eleven month schedule will take their vacation during the Christmas and Spring vacation periods. If the full earned amount cannot be taken during

those periods, the balance will be taken at the time convenient to the district and the employee during the school year. If at the end of the fiscal year a ten or eleven month employee has earned vacation credits, he/she shall be paid for all earned but unused vacation unless he/she and their supervisor agree to allow the accumulation to be carried over as long as it does not conflict the Section F of this policy.

- L. An employee who becomes ill during his/her vacation under the provisions of this policy shall immediately notify the district and shall make arrangements for rescheduling his/her vacation.

Upon such notification, the employee shall be put on paid illness or injury leave. The burden of proof for illness shall be the employee's responsibility and the district may require proof of such illness or injury prior to change in leave status being granted.

- M. Holidays which occur during the employee's vacation shall not be charged against the employee's vacation time.

- N. Vacation may be taken at any time during the year. If the employee is not permitted to take his/her vacation and accumulation exceeds the limit set forth in Section F of this policy, the employee shall be paid in cash for any accumulation which exceeds said amount.

- O. The vacation schedule for all classified employees shall be as follows:

<b>Employment</b>	<b>0-5 Years</b>	<b>6-10 Years</b>	<b>11-15 Years</b>	<b>16-20 Years</b>	<b>21+ Years</b>
12 months	12 days	15 days	18 days	21 days	24 days
11 months	11 days	13¾ days	16 ½ days	19 ¼ days	22 days
10 months	10 days	12 ½ days	15 days	17 ½ days	20 days

- P. Service Recognition Day - On the tenth (10th) anniversary of employment with the District and on every subsequent yearly anniversary date (or within 30 days before or after the date)each confidential employee will receive a paid day off as a "Service Recognition Day".