

8.38—CLASSIFIED PERSONNEL VACATIONS

Two hundred forty (240) day contracted employees are credited with ten (10) days of vacation at the beginning of each fiscal year, this is based on the assumption that a full contract year will be worked. If an employee fails to finish the contract year due to resignation or termination, the employee's final check will be reduced at the rate of eight hundred thirty-three thousandths (0.833) days per month, or major portion of a month, for any days used but not earned.

All vacation time must be approved by the superintendent who shall consider the staffing needs of the district in making his/her determination.

No employee shall be entitled to more than fifteen (15) days of vacation as of the first day of each fiscal year. The permissible carry forward includes the ten (10) days credited upon the start of the fiscal year. Employees having accrued vacation totaling more than fifteen (15) days as of the date this policy is implemented shall not be eligible to increase the number of days carried forward during their employment with the district. Earned but unused vacation will be paid upon resignation, retirement, termination, or nonrenewal at the employee's current daily rate of pay.

Date Adopted: 7/2005

Last Revised: July 1, 2025