

**STAFF PERSONNEL
SERIES 400**

407.1

TITLE: VACATION FOR FULL TIME, TWELVE MONTH NON-CERTIFIED EMPLOYEES

During the first five (5) years of continuous twelve month service, every full time employee will accrue vacation time at one (1) day for each month of service or any major portion of a month.

From the sixth (6th) year of continuous twelve month service thru the tenth (10th) year of continuous service, every full time employee will accrue vacation time at one and one-fourth (1-1/4th) days for each month of service or any major portion of a month.

From the eleventh (11th) year of continuous twelve month service thru the fifteenth (15th) year of continuous service, every full time employee will accrue vacation time at one and one-half (1-1/2) days for each month of service or any major portion of a month.

Beginning with the sixteenth (16th) year of continuous twelve month service, every full time employee will receive one and three-fourths (1-3/4th) days vacation time for each month of service or any major portion of a month.

Vacation Days will not carry forward into the next vacation year and must be taken within the twelve (12) month time period based on the month and day originally hired.

An employee's vacation year begins on the month and day originally hired and ends exactly one year later.

All vacations must be approved by the superintendent or immediate supervisor. No vacation may be taken during the three week time period prior to the beginning of a school year, during the two week time period at the end of a school year, during Christmas break for students, or during spring break for students.

Upon completion of the employee's first six months of service, the employee may take any accrued vacation time.

No vacation time may be taken unless the employee has accrued the requested leave days.

Employees working more than twenty hours per week and for twelve months of service, vacation time will be granted on a prorated hourly basis.

Revised: November 12, 2012