

P4520 VACATION

BOARD POLICY:

Vacation with pay is granted to full time classified personnel employed in positions requiring a 260, 230, 225, or 220 day working schedule. A minimum of 10 days and a maximum of 20 days paid vacation is granted based on continuous years of employment for personnel working the 260 day schedule; a minimum of 7 days and a maximum of 12 days paid vacation is granted based on continuous years of employment for personnel working the 230 day schedule; a minimum of 6 days and a maximum of 11 days paid vacation is granted based on continuous years of employment for personnel working the 225 day schedule; and a minimum of 5 days and a maximum of 10 days paid vacation is granted based on continuous years of employment for personnel working the 220 day schedule. Full time classified personnel employed on ranges K through Z will receive 20 days paid vacation.

Administrative Implemental Procedures:

1. The date for determining vacation eligibility is the anniversary date of employment for each full time employee.
2. Separation from employment will be considered as an interruption of continuous employment when determining longevity. (Refer to policy entitled Extended Leaves)
3. Vacation credit shall be accrued and earned on a monthly basis based upon an employee's working schedule set forth hereafter.

Hours of Vacation Accrued Per Month Based on Years of Service				
Months of Service	220-Day	225-Day	230-Day	260-Day
1 to 36	3.33	4.00	4.67	6.67
37 to 48	4.00	4.67	5.33	7.33
49 to 60	4.00	4.67	5.33	8.00
61 to 72	4.67	5.33	6.00	8.67
73 to 84	4.67	5.33	6.00	9.33
85 to 96	5.33	6.00	6.67	10.00
97 to 108	5.33	6.00	6.67	10.67
109 to 120	6.00	6.67	7.33	11.33
121 to 132	6.00	6.67	7.33	12.00
133 to 144	6.00	6.67	7.33	12.67
145 and over	6.67	7.33	8.00	13.33

*K-Z employees receive the same vacation as A-Jc employees with 145 months or more of service.

An employee is eligible to use accrued vacation days once earned, except new employees shall not be eligible to use accrued vacation days until they have satisfactorily completed their three-month probationary period.

4. A new employee will not be eligible for vacation pay or credit if the new employee is terminated prior to satisfactorily completing their three-month probationary period.
5. The responsibility for approval of individual vacation schedules rests with the building level supervisor who signs payroll forms for the building to which the employee is assigned unless vacation is requested for medical, maternity, or FMLA approved leaves. Vacation for those instances will be approved by Employee Benefits and Insurance Management. Vacation approval for custodians, building engineers, site maintenance workers, and Food Service workers who earn vacation should be shared with the respective supervisor, when appropriate, in order to provide substitutes, if needed. Approval of vacation for building engineers must be shared with the supervisor of Building Equipment and Grounds. If an individual's request for vacation is denied, the supervisor must give a written reason why the request is denied.
 - a. All vacation days accrued between anniversary dates of any given year shall ordinarily be scheduled and taken prior to the employee's anniversary date of the following year.
 - b. While the "carrying over" of vacation days is discouraged, an employee may carry over vacation days beyond June 30 of each year to a maximum of forty (40) days.
 - c. Eligible employees are compensated at termination or retirement for vacation days which they did not use and are no longer permitted to use. (Refer to policy entitled Employment Benefits).
 - d. The maximum allowable number of vacation days that may be scheduled at any one time shall be the total number of days that an employee will earn between the anniversary dates of the year the vacation is taken.
6. All earned vacation credit up to a maximum of 20 days is paid upon separation from employment and is computed on the basis of the current salary. At the discretion of the administration, employees who move to a shorter work year may be paid for some or all of their accumulated unused vacation days.
7. Holidays will not be charged against an employee's vacation time when they occur during regularly scheduled vacation periods.
8. Absences chargeable to vacation time paid for overtime exempt employees shall be charged in amounts no smaller than one-half day, except for absences due to Family Medical Leave which may be charged in amounts no smaller than one quarter ($\frac{1}{4}$) hour. Absences chargeable to vacation time paid for overtime non-exempt employees shall be charged in amounts no smaller than one-quarter-hour.
9. The purpose of vacation is to allow rest and relaxation for employees. Employees are not allowed to work for Unified School District 259 during their scheduled vacation time and receive additional pay for such time worked. Any exceptions, due to an emergency situation, must have prior approval of the appropriate administrator, division director, or assistant superintendent.
10. Classified employees who work the 220, 225, or 230 day schedule will be allowed, when approved by their supervisor, to use up to five (5) earned vacation days during winter and/or spring breaks on non-work non-paid days (excluding weekends), provided request for vacation is made a minimum of twenty (20) days in advance. Utilizing these days

(winter or spring break) as workdays is not an option. Those using this choice would work fewer days on the end of their work schedule depending on the number of vacation days used during the holiday period. No overtime or extra time will be allowed at the end of the scheduled to perform the work. Total number of days on the work schedule will not change.

Administrative Responsibility: Human Resources

Latest Revision Date: October 2013

Previous Revision Date: August 2009 P4520

Reference: *Policies and Procedures for Classified Personnel*