

VACATION

All full-time, 252 and 240 day employees, shall be eligible for vacation based on the number of years of job-related experience within a county school system or similar system (State or Federal) and calculated on a fiscal year basis

One (1) through Seven (7) years' experience.....10 days

Eight (8) through Fifteen (15) years' experience.....15 days

Sixteen (16) and over.....20 days

Vacation may be taken in no less than one-half (1/2) day segments. The schedule for all vacation must be approved in advance by the employee's immediate supervisor. It is recommended that not more than five (5) days be taken in succession. It shall be the responsibility of the supervisor to maintain an adequate workforce. No vacation days will be granted when a substitute must be employed.

An employee may accumulate unused vacation but may not accumulate more than fifty (50) days. Other days not used shall be transferred to an accumulated annual leave account to be used for retirement purposes.

Upon termination of employment (including retirement), accumulated vacation days will be transferred to an accumulated leave account to be used for retirement purposes.

Employees shall not be compensated for any unused vacation leave upon employment termination, but may use such leave for any other purpose authorized by law.

Review Schedule: This policy shall be reviewed in accordance with the Policy Review Schedule.

ADOPTED: 8/5/13

REVISED: 11/30/2020

REVISED: 3/7/2022

REVISED: 6/5/2023