

# Dietrich School District No. 314

5450

## PERSONNEL

### Vacation Leave

Twelve (12) month classified employees who work a minimum of two hundred twenty-five (225) days or 1800 hours and full-time administrative employees who work a minimum of 200 days will receive annual paid vacation leave benefits that shall accrue monthly at a prorated rate according to the following schedule:

<u>Year of Service with the District</u>	<u>Days of Annual Vacation Leave</u>
0.5-2	5 days
3-10	10 days
11-15	15 days
16-19	18 days
20+	20 days

Vacation leave is intended to be used during that year in which it is earned. Vacation time with pay may accumulate to a maximum of five (5) days over the employee's annual entitlement. Excess days will be voided if not used prior to July 1<sup>st</sup> of each year.

Vacation time may be used ahead of his/her actual accrual; however, if an employee terminates employment and has used more vacation than accrued, the proportionate amount of daily pay will be deducted from the employee's final paycheck.

In addition to vacation leave employees that receive vacation pay and are considered full time employees working 225 days or 1800 hours will receive Holiday Pay. The following days will be paid Holidays : Labor Day, Thanksgiving, Christmas , New Years , 4th of July, and Memorial Day.

Upon separation of employment with the district, annual vacation pay may be allowed to the extent of the employee's accrued and unused vacation days, up to a maximum of twenty (20) days at the employee's daily rate of pay.

Each employee shall schedule his/her vacation time in advance by consulting with the proper supervisory personnel of the department or building to which he/she is assigned. The Superintendent may grant or deny the request as determined by the number of employees absent at a specific time or the need to maintain quality service at the district level.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

### Policy History:

Adopted on: July 2015

Revised on: July 2022

Reviewed on: July 2022