

FILE: GBRK

VACATION

The Jefferson Davis School Board shall grant annual leave to all twelve-month professional employees. Employees with ten (10) or more calendar years of experience with the Jefferson Davis Parish School Board shall be granted fifteen (15) days vacation time each calendar year, subject to approval of the Superintendent. Employees employed for at least one full calendar year with the Jefferson Davis Parish School Board up to ten (10) calendar years shall be granted ten (10) days vacation per year. A twelve-month employee hired during a calendar year shall receive one-half (1/2) day of vacation per month, for the months remaining in the calendar year hired, not to exceed five (5) total days of vacation. Vacation for these new employees during the first full calendar year of their employment shall be (5) days. A *calendar year of service* is defined as the period of January 1 through December 31. Vacation time for newly employed eligible employees may be adjusted at the discretion of the Superintendent and approved by the Board.

Vacation time shall not be accumulated from year to year; therefore, on January 1 of any year the employee will have zero (0) days accumulated vacation from the previous year added to the employee's vacation entitlement for the new calendar year.

Any unused vacation leave to which the employee is entitled within the current calendar year at the time of separation (retirement, resignation, termination, entrance into DROP, or death) shall be paid to the employee or his/her heirs on or before the next regular payday for the pay cycle during which the employee was working at the time of separation or no later than fifteen (15) days following the date of separation, whichever occurs first, at the employee's daily rate of pay (not overtime pay).

Revised: February, 1999

Revised: May, 2006

Revised: November, 2001

Revised: April 9, 2009

Revised: November, 2003

Revised: March 18, 2010

Ref: La. Rev. Stat. Ann. §§[11:786](#), [11:788](#), [23:631](#)

Board minutes, 12-17-98, [12-18-03](#), [6-15-06](#), [4-9-09](#), [3-18-10](#)

Jefferson Davis Parish School Board