

Vacation Leave (Stepped Version)

PURPOSE AND SCOPE

This policy provides general guidance regarding vacation leave and shall apply to probationary and regular employees in all classifications.

Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation, and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. Employees are therefore strongly encouraged to take all of their accrued vacation each year.

POLICY

A new employee will not accrue vacation until he/she has completed six months of employment. Upon completion of the first six months of employment, a regular full-time employee, will accrue 42 hours of vacation. From that point forward the employee will accrue vacation according to the following schedule:

- During the first 60 full months of full-time employment with the District, the employee will accrue 7 hours vacation time per month, to be accrued at the end of each bi-weekly pay period at 3.23 hours per pay period, or up to 84 hours per calendar year.
- After the 60th month of full-time employment, the employee will accrue 10 hours of vacation time per month, to be accrued at the end of each bi-weekly pay period at 4.61 hours per pay period or up to 120 hours per calendar year.
- After the 180th month of full-time employment, the employee will accrue 12 hours of vacation time per month, to be accrued at the end of each bi-weekly pay period at 5.53 hours per pay period or up to 144 hours per calendar year.

Vacation Carry Over Caps

Employees may carry over accrued, but unused, vacation days to the next calendar year subject to the cap on accrual set forth in this policy.

Employees who have worked for the District less than five years will cease accruing vacation when their accrued, but unused, vacation reaches 126 hours.

Employees who have worked for the District five years or longer will cease accruing vacation when their accrued, but unused, vacation reaches 180 hours.

Employees who have worked for the District fifteen years or longer will cease accruing vacation when their accrued, but unused vacation reaches 216 hours.

Accrual will stop until an employee falls below the maximum accrual under this policy; once the employee has taken sufficient vacation to fall below the maximum accrual, his/her monthly accrual will begin again. It is the responsibility of the employee to take vacation time each year and to monitor vacation levels to avoid reaching the maximum vacation cap.

Employees who have completed six months in regular status may take their vacation time all at once, or gradually, with prior written approval of their supervisor. No vacation may be taken until the employee has completed at least six months in regular employee status, unless approved by their immediate supervisor in writing.

The District will require an employee to take vacation time during all absences that are otherwise

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unpaid. This will not be applicable during (1) pregnancy disability leave; and (2) if the employee's leave is designated as FMLA (Family Medical Leave Act) leave, then during periods the employee is receiving income replacement benefits such as disability benefits. Should the employee take a leave of absence for which he/she is not paid, vacation accrual will be suspended until the employee returns to work. However, if the employee uses accrued vacation and/or sick leave during the leave of absence, vacation accruals will continue for the period the employee receives pay.

If a paid holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

Vacations may be scheduled at any time during the year upon written approval of the employee's immediate supervisor. Vacations will be scheduled so as to provide adequate coverage of jobs and staff requirements. The District will make the final determination in this regard.

At termination of employment for any reason, the District shall compensate the employee for his/her accrued but unused vacation time at his/her straight time rate of pay at the time of termination.

PROCEDURE

Employees requesting vacation leave shall:

- (a) Provide a written vacation request to their immediate supervisor.
- (b) Provide as much advance notice to their supervisor of the requested vacation leave as reasonably possible.
- (c) Ensure they have adequate vacation time to cover requested vacation time.
- (d) Accurately record their vacation time in their timesheet.