

Vacation Leave

1048.1 PURPOSE AND SCOPE

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

1048.2 POLICY

All regular full-time employees will accrue 7 hours of Vacation Leave per month, to be accrued at the end of each bi-weekly pay period at 3.23 hours per pay period.

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 maximum hours of accrued vacation an employee can have is 126 hours. Once an employee has reached this maximum amount of vacation hours, the employee does not continue to accrue vacation hours. It is the responsibility of the employee to take vacation time each year and to monitor vacation levels to avoid reaching this maximum.

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

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

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 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.

1048.3 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.

Vacation Leave

- (d) Accurately record their vacation time in their timesheet.