

## Policy 5.002

## Vacations

### 1. Twelve Month Exempt Employees

- 1.1. Full-time twelve month exempt employees who work at least thirty-seven and one-half (37 ½) hours per week will be eligible for fifteen (15) days of vacation per year during the first five (5) full fiscal years of employment and, after completion of five (5) fiscal years of employment will be eligible for twenty (20) days of vacation.
- 1.2. During the first year of employment vacation time will be earned at the rate of 1.25 days per month. Vacation time earned in the first fiscal year of employment must be used in that fiscal year prior to June 30, subject to the carry-over provisions provided in section 6 of this policy.
- 1.3. Provisions of this section shall affect employees hired after November 1, 1992. Employees hired prior to that date shall retain accumulated rights acquired under previous policy.

### 2. Twelve Month Non-exempt Employees

- 2.1. Full-time twelve month non-exempt employees who work at least thirty-seven and one-half (37 ½) hours per week will be eligible for ten (10) days of vacation during the first five (5) full years of employment. After completion of five (5) fiscal years of employment, employees will be eligible for fifteen (15) days of vacation accrued monthly. At the completion of each successive fiscal year, employees will accrue one (1) additional vacation day each year to a maximum of twenty (20) vacation days at the end of ten (10) fiscal years of employment.
- 2.2. During the first year of employment vacation time will be earned at the rate of .833 days per month. Vacation time earned in the first fiscal year of employment must be used in that fiscal year prior to June 30, subject to the carry-over provisions provided in section 6 of this policy.
- 2.3. Provisions of this section shall affect employees hired after November 1, 1992. Employees hired prior to that date shall retain accumulated rights acquired under previous policy.

### 3. Twelve Month Part-time Employees

- 3.1. Twelve month part-time employees, both exempt and non-exempt, **whose regularly scheduled** work **hours** are at least twenty (20)

hours per week but less than thirty-seven and one-half (37 ½) hours per week **and equal a minimum of 1040 hours per fiscal year** are eligible for vacation on a pro-rated basis in accordance with the applicable provisions of this policy.

4. Administrators

- 4.1. Full-time twelve-month administrators will be eligible for twenty (20) days of vacation per fiscal year of employment for the first three years of employment. After the first three years of employment, the administrator will be eligible for twenty-five days of vacation per fiscal year.
- 4.2. In the first year of employment vacation time will be earned at the rate of 1.667 days per month of service. Vacation time earned in the first fiscal year of employment must be used in that fiscal year prior to June 30, subject to the carry-over provisions provided in section 6 of this policy.

5. Grant Employees

- 5.1. Employees whose positions are funded by grant funds must use the vacation time for which they are eligible within the fiscal year it is earned or granted. Carry-over of vacation time is specifically prohibited for grant employees.

6. Carry-over

- 6.1. Vacation should be used by June 30 of the fiscal year in which it is earned or granted. Where circumstances intervene to prevent the use of vacation time, then the employee may request that up to fifty (50) percent of earned vacation time be carried forward to the succeeding fiscal year except as provided in paragraph 5.1 above. Such request must be made in writing to the Executive Director prior to the end of the fiscal year in question.
- 6.2. Vacation time which has been authorized by carry-over must be used by January 1<sup>st</sup> of the following fiscal year or be lost.

7. Scheduling Vacations

- 7.1. All requests for use of vacation time should be submitted to the employee's immediate supervisor four (4) weeks in advance of the date requested.

7.2. Supervisors will be expected to schedule vacation time in a manner which preserves the operating ability of programs and services.

8. General Provisions

8.1. An employee must have been in service more than six (6) months in the first fiscal year in order to count the year towards one of the five years in service required to move to the next level of vacation eligibility.

8.2. Vacation eligibility will be calculated on a fiscal year basis rather than on an anniversary of employment basis.

8.3. After the first fiscal year of service the days of vacation provided herein for each category shall be an ongoing condition of employment without monthly service to earn same.

8.4. In the event that an employee resigns his/her position during the course of a fiscal year and has used more vacation time in that fiscal year than would be appropriate on a monthly service calculation basis, then the final paycheck of the employee shall be adjusted accordingly to deduct the pre-paid vacation time.

9. School Year Employees

9.1. School year employees **including part-time drivers and driver aides** are not eligible for vacation. Their work schedule is established by the school year calendar.

10. Exceptions

10.1 Circumstances that are so unusual that they are not covered by sections 1 – 9, may be requested to be reviewed by the Executive Director. All such requests shall be in writing.

10.2 The decision regarding such requests made by the Executive Director shall be binding and not subject to review.

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