

VACATION LEAVE POLICY

The following are guidelines for the determination and administration of vacation days for classified employees:

1. Anniversary date shall mean date of hire or date of full-time employment.
2. The employee must complete nine months of successful employment from his/her anniversary date in order to be eligible for five (5) days of vacation.
3. The employee must complete two (2) full years from his/her anniversary date in order to be eligible for ten (10) days of vacation.
4. After six (6) full years of continuous employment full-time employees will receive eleven (11) days, seven (7) years, twelve (12) days of vacation, eight (8) years, thirteen (13) days of vacation, nine (9) years, fourteen (14) days of vacation, ten (10) years, fifteen (15) days of vacation, eleven years, sixteen (16) days of vacation, twelve years, seventeen (17) days of vacation, thirteen years, eighteen (18) days of vacation, fourteen years, nineteen (19) days of vacation and fifteen (15) years, 20 days of vacation. Vacations will not exceed twenty (20) days.
5. Any ten month secretary who works a 40-hour week and transfers to a twelve month position, may count all years of continuous experience toward vacation leave.

Beginning with the month the employee begins a twelve month position until his/her anniversary date, vacation days will accumulate as follows:

0 - 2 years service - # of months in 12 month position x	.412
2 - 5 years service - # of months in 12 month position x	.833
6 years service - # of months in 12 month position x	.917
7 years service - # of months in 12 month position x	1.000
8 years service - # of months in 12 month position x	1.083
9 years service - # of months in 12 month position x	1.167
10 years service - # of months in 12 month position x	1.250
11 years service - # of months in 12 month position x	1.333
12 years service - # of months in 12 month position x	1.417
13 years service - # of months in 12 month position x	1.500
14 years service - # of months in 12 month position x	1.583
15+years service - # of months in 12 month position x	1.667

6. Vacations may be taken at any time during the year but must be approved by the immediate supervisor. Custodians must also have their vacation approved by The Director of Custodial Services.

In order to determine vacation for employees who are terminating, days will be pro-rated according to the above schedule.

Revised: 4/14/99 11/10/99