

VACATIONS

This policy applies to employees who are not covered by a collective bargaining agreement or whose collective bargaining agreement does not address vacations.

The Board shall provide paid vacations for full-time, classified, twelve-month employees based upon their years of service with the school district. Holidays recognized by the Board shall not be considered vacation days if the holidays fall within the approved vacation time of the employee.

The superintendent is authorized to schedule and approve earned vacations for employees at times when the employees' absence would be most convenient for the school district.

The Board shall not pay employees for unused vacation time.

An employee who is in good standing and who is entitled to vacation days with pay when the employee's contract is terminated shall be granted the days of vacation with pay if the following conditions are met:

1. At least two (2) full weeks prior to the beginning of the proposed terminal vacation, the employee shall provide the superintendent with written notice of the intention to resign.
2. The employee shall take the vacation days before the effective date of the resignation.

Adopted by the Board: May 29, 1980

Adopted by the Board: October 11, 1990