

8.52WF—-VACATIONS AND HOLIDAYS

After one (1) full year of service, all full-time hourly (20 hours per week or more) twelve (12) month employees and twelve (12) month salaried classified employees receive ten (10) paid days of vacation per school year. Twelve (12) month employees that begin employment during a fiscal year will receive vacation time on their one-year anniversary date on a prorated basis, and then July 1 thereafter.

All vacation time must be approved, in advance to the extent practicable, by the superintendent or the employee's supervisor who shall consider the staffing needs of the district in making his/her determination. If a vacation is requested, but not approved, and the employee is absent from work in spite of the vacation denial, disciplinary action will be taken against the employee, which may include termination or nonrenewal.

Any time/days used in excess of the vacation days accumulated will be subject to deduction from regular salary and must be approved by the Superintendent prior to the time of the leave.

All vacation time must be used before the end of the fiscal year (June 30th) during the year it is received with the exception of five (5) days which may be carried forward. No employee shall be entitled to more than 15 days of vacation as of the first day of each fiscal year (July 1). Employees terminating (resignation/retirement) service at the end of the fiscal year will take all received vacation time prior to termination. Employees leaving due to a reduction in force may use all received vacation time prior to the end of the fiscal year. There shall be no cash surrender value for unused vacation time.

All full-time hourly (20 hours per week or more) twelve (12) month employees will receive the following paid holidays: New Year, 4th of July, Memorial Day, Labor Day, Thanksgiving, and Christmas. Bus drivers and cafeteria workers who are hourly employees and work only during the nine (9) months of school are not eligible for vacation time but do get paid holidays—Labor Day, Thanksgiving, Christmas, New Year, and Memorial Day.

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