

**EMPLOYEE VACATIONS**

Employees who qualify for vacation days shall arrange the vacation days in cooperation with and subject to the approval of the appropriate administrator. Up to five days may be carried forward from one contract year to the next. No more than five days may be accumulated.

At the end of employment an employee will be reimbursed for any unused accrued vacation days.

**Legal Reference:** Iowa Code 4.1(22); 20.9; 33.1-.2 (1993).

**Cross Reference:** None given by IASB.

**Adopted:** 02/20/84

**Modified:** 03/01/21

**Reviewed:** 02/15/21