

8.38—CLASSIFIED PERSONNEL VACATIONS

Two hundred forty (240) day contracted employees are credited with ten (10) days of vacation at the beginning of each fiscal year; this is based on the assumption that a full contract year will be worked. If an employee fails to finish the contract year due to resignation or termination, the employee's final check will be reduced at the rate of eight hundred thirty-three thousandths (0.833) days per month, or major portion of a month, for any days used but not earned.

All vacation time must be approved, in advance to the extent practicable, by the superintendent or designee who shall consider the staffing needs of the district in making his/her determination. If 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~~.

No employee shall be entitled to more than thirty (30) days of vacation as of the first day of each fiscal year. The permissible carry forward does not includes the (10) days credited upon the start of the fiscal year.

Date Adopted: 05-20-2014

Last Revised: 06-16-2025