

CLASSIFIED STAFF VACATIONS AND HOLIDAYS

VACATIONS

This policy pertains to all 12 month employees who are eligible for vacation.

I. Full Time 12 Month Support Staff - Hourly and Exempt

All support staff personnel who are continuously employed by Hot Springs County School District No. 1 for twelve (12) consecutive months and performing services for each of those months for a minimum of thirty (30) hours per week, shall be granted paid vacation time as stipulated below.

A. Earning Of Vacation Time

Vacation time is accrued on a monthly basis, according to the following rates:

1. One-half (1/2) working day per month will be accrued during the first year of continuous full-time employment.
2. For the next eight (8) consecutive years of continuous full time employment, vacation time will be accrued at a rate of one (1) working date per month.
3. After completion of nine (9) consecutive years of continuous full time employment, vacation time will be accrued at a rate of one and one half (1 1/2) working days per month.
4. After completion of nineteen (19) consecutive years of continuous full time employment, vacation time will be accrued at a rate of one and two-thirds (1 2/3) working days per month.

B. Use of Vacation Time

1. Vacation time is credited to the employee's account at the start of the year, but is earned monthly. Any eligible employee hired after the beginning of the year or leaving the District before the end of the year will earn his/her vacation time pro rata. Any employee who leaves the District before the end of the year and has already used more than his/her earned vacation time shall reimburse the District for his/her deducted time.
2. Requests for vacation time must be approved in advance by the employee's supervisor, and the Business Manager and/or the Superintendent.

3. Unused vacation time cannot be carried over beyond one half (1/2) of the vacation time earned during the preceding year.

II. Exempt 12 Month Department Directors

Department Directors working full time exempt from the Fair Labor Standards Act (FLSA) who are continuously employed by Hot Springs County School District No. 1 for twelve (12) consecutive months and performing services for each of those months for a minimum of forty (40) hours per week, shall be granted twenty (20) days of paid vacation time as stipulated below.

A. Earning Of Vacation Time

Vacation time is credited to the Director's account at the start of the year, but is earned on a pro-rata basis during the year at $1\frac{2}{3}$ days per month. Any eligible Director hired after the beginning of the year or leaving the District before the end of the year will earn his/her vacation time pro rata. Any Director who leaves the District before the end of the year and has already used more than his/her earned vacation time shall reimburse the District for his/her deducted time.

B. Use Of Vacation Time

1. Vacation can be used as approved but in case of a termination before June 30, the employee will be charged back for vacation used but not earned at $1\frac{2}{3}$ days per month.
2. Unused vacation time cannot be carried over beyond one-half (1/2) of the vacation time earned during the preceding year.

III. All Employees

1. Any employee hired after the beginning of the year will earn their vacation pro-rata at the appropriate rate for that employee classification.
2. Unused vacation time will not be compensated for in lieu of time off. For internal control purposes, Business Office personnel are required to use all of their earned vacation annually except that which can be carried over to the following year. Any employee who is terminated or dismissed from employment, or otherwise resigns without giving at least two (2) weeks notice, will forfeit any accrued vacation unless the district otherwise enters into an agreement with the employee to pay the employee for the accrued vacation.

HOLIDAYS

Only permanent classified employees shall be granted those national and school holidays approved by the Board of Trustees when adopting the annual school calendar (not temporary summer employees or substitutes) .

Holiday pay will be granted only to those employees who are on duty or are utilizing a compensated absence day on the last working day prior to and the first working day following the holiday.

Permanent classified employees continuously employed for twelve (12) consecutive months shall be granted 12 paid holidays per fiscal year as follows:
Independence Day; Labor Day; Thanksgiving; Christmas; New Year's Day; Presidents' Day; Memorial Day; and five (5) additional holidays as voted annually by 12-month supervisors and employees.

Permanent classified employees employed for less than 12 consecutive months shall be granted the following paid holidays contingent upon the holiday falling within the approved school calendar: Labor Day, Thanksgiving, Christmas, New Year's Day, Presidents' Day, Memorial Day.

EMPLOYEE ACKNOWLEDGMENT OF VACATION LEAVE POLICY

I have received and had an opportunity to review the District's vacation leave and forfeiture policy as applicable, GCC/GDD. I am aware of the vacation leave that I will receive, the limitations on the accrual of vacation, and the provisions for forfeiture of vacation.

Dated: _____, 20____.

Employee

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