

## **VACATIONS/HOLIDAYS**

### **Purpose of Vacation**

A vacation is intended to contribute to the physical and mental well being of the employee. It is to the mutual advantage of the district and the employee that vacation be taken periodically.

### **Rate of Earning**

Except for the Superintendent, the Management Team shall be granted vacation at the rate of 30 days per year.

### **Minimum Period of Service Prior to Vacation**

Vacation may be taken only by those employees who have been in the service of the district for six or more consecutive calendar months. Any employee whose service to the district is terminated, regardless of the reason for such termination, before he/she has completed six months of service will forfeit all vacation accrued.

### **Accumulated Vacation Time**

Management personnel may accumulate and be reimbursed for earned vacation time up to a maximum of 30 days.

### **Scheduling of Vacations**

Vacations are benefits provided by the district. They may not be taken in advance of accrual. They must be scheduled at the convenience of the district and with the approval of the employee's immediate supervisor.

### **Accrual of Vacation While on Leave**

Vacation is earned only while the employee is drawing full pay from the district.

### **Other Uses of Vacation**

Management personnel shall be permitted to use his/her vacation as sick leave at the option of the employee. Reimbursement for vacation days shall be computed by determining a daily rate prorated from the annual salary at the time of an employee's termination.