

### Vacation Regulations

Paid vacation time is granted to full-time 12-month, 8 hour auxiliary personnel in accordance with the following schedule:

1. Five working days of vacation upon completion of one year of service.
2. Ten working days of vacation upon completion of two years of continuous service and for each year of service up to ten years.
3. Fifteen working days of vacation for ten to fifteen years of continuous service.
4. Twenty working days of vacation for fifteen or more years of continuous service.

The following regulations govern the use of accumulated vacation:

1. Vacation days are earned September 1 to August 31 and will be pro-rated for employees hired later than September 1.
2. All earned vacation days must be taken prior to August 31 following the school year in which they were earned. Carryover days are not permitted.
3. All vacation schedules must receive prior approval and be placed on the calendar to ensure adequate available staff at all times to operate the District.
4. A formal request must be submitted to the employee's supervisor on a District form.
5. In no case will vacation time be approved in excess of the number of days accumulated to date.
6. Vacation days may not be worked for additional pay.
7. Unused vacation days will not be paid upon termination.

