

VACATION LEAVE POLICY – NON-CERTIFICATED PERSONNEL

Classified personnel who are employed on a full time basis will have paid annual leave. Full-time basis shall mean regularly employed at least five hours per day, five days a week, and for twelve months. All eligible employees shall accrue annual leave as follows:

1. First year at the rate of five-twelfths (5/12) of a day per month of full time employment
2. After one full year and through the tenth year, five-sixths (5/6) of a day per month of full time employment
3. After ten years at the rate of fifteen-twelfths (15/12) of a day per month of full time employment
4. Employees may accumulate up to four (4) weeks Annual Leave. Employees cannot accrue more than four (4) weeks of Annual Leave in a fiscal school year.

Eligible employees will not accrue annual leave for the month initially hired or for the month of termination of employment.

Upon termination of employment, unused annual leave will be paid as follows:

1. All eligible employees, who prior to adoption of this policy have prior agreements related to annual leave, will continue to accrue annual leave based upon previous agreements, but they shall be subject to all other provisions of this policy.
2. Annual leave must be scheduled through the employee's supervisor, and the supervisor shall grant annual leave if it does not interfere or interrupt the goals and objectives of the district.
3. Employees request for annual leave cannot exceed the number of days accrued. Up to five days of annual leave may be used during the next year of employment.
4. In cases where an employee has used all Sick and Personal Leave accrued, annual leave days will be used to cover days absent from the job. Days not covered by Sick, Personal, or Annual Leave will be without pay.
5. All Personal, Sick, and Annual Leave must be used prior to granting leave under the provisions of the Sick Leave Bank and the Family Medical Leave Act.
6. Employees employed for eight (8), nine (9), ten (10), or eleven (11) months are not granted paid vacation.



LEGAL REFERENCE:

Idaho Code 33-1216

ADOPTED: May 3, 1988
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