

## **Staff Vacation Leave**

Eligible non-represented employees will accrue vacation leave according to this policy. Employees eligible for vacation leave are those employed on a 260-day contract. Vacation leave for employees represented under a collective bargaining agreement or employed under an individual employment contract shall be controlled by the pertinent contract.

Each eligible employee who has completed twelve (12) consecutive calendar months of employment shall be eligible for paid vacation. Vacation leave shall be credited each September unless specified otherwise in a controlling contract, and leave shall be pro-rated from the month of hire to the next September. After one (1) year of continuous service with the District, an employee covered by this policy shall be entitled to one (1) week of paid vacation. After two (2) continuous years of service with the District, an employee covered by this policy shall be entitled to two (2) weeks of paid vacation. For each additional year of continuous service, one (1) additional day of paid vacation shall be successively added to the employee's vacation until the employee has earned four (4) weeks of vacation.

At the time of hire, the superintendent shall consider a new employee's previous employment with other school districts or similar employers, and shall place the new employee at the appropriate step in the vacation schedule. Such placement and terms shall be stated in the employment letter provided to the new employee and a copy maintained in the personnel file.

Vacation leave for 260-day part-time employees will be computed on a pro rata basis.

Classified employees must schedule vacation with their supervisors at least two weeks in advance of the first day of vacation leave. Vacation schedules must recognize the operational needs of the district and are subject to the approval of the supervisor.

Vacation leave must be taken within the 12-month period following the time when vacation was credited, however employees may carry forward up to five (5) days of vacation, upon written request and approval by the superintendent. Any vacation not requested to be carried forward, and which would otherwise be lost, will be cashed out with the August payroll at the current rate of pay, and may be eligible as a contribution to the employee's VEBA account.

If an employee moves from a vacation-eligible position to a position without vacation benefits, they must use any remaining vacation days within 12 months. When an employee separates from service by reason of resignation, layoff, dismissal, retirement, or death they are entitled to a lump sum payment of unused vacation leave. No contributions will be made to an employee's retirement system for accrued vacation leave in excess of 30 days.

When a situation arises while an employee is on paid vacation leave for which the employee is entitled to other leave (e.g. illness, injury, or bereavement), the employee will be granted such leave (in lieu of the approved vacation leave) provided that the employee submits a request within fourteen (14) days after returning to work indicating the type of leave requested and the circumstances requiring the change in leave status.

## **Green Mountain School District No. 103**

Effective Date: May 1, 2019

## **Board Policy 5411**

**Section: Personnel**

### **Cross References:**

N/A

### **Legal References:**

N/A

### **Management Resources:**

**Classification: Optional**

**Adopted by the Board of Directors: 8/23/2016**

**Revised by the Board of Directors: 04/30/2019**