

POLICY - 2.12.1 - VACATION BENEFITS
SCOPE - ALL EMPLOYEES

Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day if eligible for such pay, and will not be charged vacation benefits for the day.

Accrued and unused vacation benefits shall be paid upon termination of District employment. Vacation credits shall not accrue during any unpaid leave of absence.

The District provides vacation benefits to its regular part-time and full-time employees. Vacation credits will be posted monthly as follows for employees:

<u>Years of Continuous Service</u>	<u>Monthly Accrual 40 Hour Week</u>
0 through 1	3.33 hours
2 through 5	6.66 hours
6 through 10	10.00 hours
11 plus	13.33 hours

Vacations will be approved on a first-to-apply basis and shall be scheduled in cooperation with the employee to not conflict with the primary needs of the District.

No employee may accrue a vacation balance in excess of double the maximum annual accrual. Any employee with the maximum accrued vacation will forfeit additional vacation accruals.