

LINE MOUNTAIN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: VACATION

ADOPTED: September 26, 1979

REVISED: March 22, 2022

<p>1. <u>Purpose</u></p> <p>2. <u>Authority</u></p> <p>3. <u>Guidelines</u></p>	<p style="text-align: center;">537. VACATION</p> <p>Classified employees shall be provided vacations in accordance with the following guidelines.</p> <p>The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken.</p> <p>A. <u>Eligibility</u></p> <p>Prorated vacation time will be granted for all classified employees based on length of employment as follows:</p> <ul style="list-style-type: none"> - Regular full-time employment for at least ninety (90) days and up to seven (7) years, ten (10) working days per fiscal year. - Regular full-time employment for seven (7) years and up to fifteen (15) years, fifteen (15) working days per fiscal year. - Regular full-time employment for fifteen (15) years or more, twenty (20) working days per fiscal year. - All of the above lengths shall be based on years in position. <p>B. <u>Application</u></p> <p>Eligible employees must schedule vacation with the immediate supervisor at least six weeks in advance of the desired start date. Special consideration shall be given to emergencies. All vacation schedules must recognize the operating needs of the district and are subject to final approval by the Board Secretary/Business Manager.</p> <p>C. <u>Time of Vacation</u></p> <p>Vacations must be taken within the twelve month period following the time when the vacation was earned, except that all or part of one years' earned vacation may be carried forward to the next year, upon approval of the Board Secretary/Business Manager. Vacations will normally be scheduled at times when they will not interfere with the normal operation of the school.</p> <p>Payment in lieu of vacation is prohibited.</p>
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D. Termination of Employment

An employee who anticipates termination of employment in this district may take accrued vacation prior to the termination date with the proper approval as noted.

Payment for accrued vacation may be made:

- to the estate of a deceased employee.
- to a retiring employee.
- to a separated employee.

Compensation for unused vacation will be limited to the current years' accrued earned vacation.