

VACATIONS

The Board of Trustees believes that an appropriate vacation for management/supervisory personnel results in a higher level of productivity by these employees.

Vacations shall be granted to certificated and classified management/supervisory and confidential employees under the following provisions:

1. Twelve-month management/supervisory/confidential employees shall be credited with 24 days of paid vacation at the beginning of each fiscal year or at the accrued rate of two days for each month worked.
2. Classified management/supervisory/confidential employees working less than full time in a school year shall have vacation credited on a prorated basis.
3. Fractions of days of accrued vacation shall be rounded off to the nearest one-quarter day.
4. Vacation shall be taken at times designated and approved by an employee's immediate supervisor. Except for unusual circumstances, employees shall provide at least two weeks notice of desired vacation time.
5. Vacation is normally to be taken only after it is earned. Requests to take vacation in advance of its accrual must be approved by the Superintendent or designee in advance.
6. Employees may not carry over in excess of 33 days per fiscal year without the written annual approval of the Superintendent (no designee). Requests for such approval must be submitted to the Superintendent in writing on or before May 1st.
7. No employee, without authorization from the Superintendent or designee, shall be granted vacation time during the two-week period prior to the opening of school.
8. Upon termination from the District, management, supervisory and confidential employees shall be compensated at their daily rate of pay for all earned and unused vacation (not to exceed 33 days per fiscal year) excluding vacation time already taken, up to and including the date of departure. If the employee has taken vacation which has not yet been earned, a deduction from the final paycheck will be made for the amount of salary which was paid for unearned days of vacation at his/her daily rate of pay. Vacation days may not be used to extend the actual date of termination.
9. All vacation payoffs will be subject to income tax withholding. Such payoff shall be done as part of a regularly scheduled payroll.
10. It is the responsibility of each management/supervisory/confidential employee and his/her immediate supervisor to ensure that excess vacation accrual/payoff is kept to a minimum and is only allowed in extenuating circumstances.