

**West Bonner County School District**

**PERSONNEL**

**5450**

Vacation Leave

12-month classified and administrative employees who work 20+ hours per week shall accrue annual vacation leave benefits according to the following schedule:

<u>Year of Service with the District</u>	<u>Days of Annual Vacation Leave</u>
1-5	10 days
6-10	15 days
11-19	20 days
20+	25 days

1. The vacation time will be accrued in hours and a vacation day is the same number of hours per workday.
2. Time taken from the job and charges as vacation time may be scheduled and used in large or small increments. The smallest increment shall not be less than two hours at any one time.
3. Prior approval by the administration must be given before vacation leave is taken. To ensure that all work is covered within a department; the department head may request that vacation leave be submitted 30 days prior to time off. Department heads may request to have a pre-planned vacation schedule posted for the department up to six months in advance. No more than 2 employees within the same department shall take vacation at the same time.
4. Employees may request payment in lieu of vacation by submitting a written request to payroll by June 1<sup>st</sup>.
5. Vacation time will not be granted prior to being earned.
6. Not over ten (10) vacation days of the prior year can be carried forward after September 30<sup>th</sup> of the current school year. Any carryover of vacation days must be approved by the employee's supervisor and superintendent, and should be afforded only when mutually-agreed to the district and employee.
7. Upon termination, unused accrued vacation will be paid. The maximum amount to be paid to the employee upon termination would be ten (10) vacation days.
8. Under extraordinary circumstances the superintendent, or designee, may make exception to Item #6 above.
9. If a legal holiday should fall within an employee's vacation period, the employee will be entitled to an additional day for that holiday. An employee is eligible for holiday pay if the employee worked during the payroll week in which the holiday fell or during the preceding payroll week. No additional time will be given if the employee is absent due to illness or if on unpaid leave.

10. Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

Policy History:

Adopted on: March 12, 2008

Revised on: August 20, 2008

Revised on: December 15, 2010

Revised on: September 17, 2014