

<b>Support Personnel Vacation</b>	<b>D.49</b>
<i>Revised: July 18, 2023</i>	

Support personnel assigned to twelve month, 8 hour positions and employed during or after the 1989-90 school year will receive the following vacation days according to the number of years completed. The days shall be prorated for employees who work less than 5 days a week and 241 day contract.

1 to 3 years	5 days
4 to 7 years	10 days
8 years	11 days
9 years	12 days
10 years	13 days
13 to 14 years	14 days
15 years	15 days

Employees will be eligible for vacation days upon completing the current school year. All vacation days must be approved before hand by the Superintendent or his/her designee.

All vacation leave earned in a fiscal year must be taken during that fiscal year or the next fiscal year unless authorized by the superintendent. Upon termination or resignation of employment, any unused vacation leave shall be paid at daily rate not to exceed \$100.00 a day/ 40 hour week. If any employee leaves prior to completing their contract, vacation leave is prorated for the time they have been employed that school year.

If an employee completes a full year of service and then resigns his/her position, they will be entitled to all vacation days due.

Twelve month support shall be entitled to vacation as listed above. They may carry over up to 10 days for one year as vacation bank. Vacation bank must be used at the end of that year and will not carry over. Twelve month employees shall be compensated for all unused vacation bank.