

Garden Valley School District No. 71

PERSONNEL

5450

Vacation Leave*

All fulltime, *12 month*, classified employees will accumulate annual vacation leave at a rate of .833 days per month of full time employment. Ten (10) days per year.-After 5 years of employment with the Garden Valley School District, employees shall accumulate vacation leave at a rate of 1.25 days per month or fifteen (15) days per year.

Vacation leave is intended to be used during that year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of thirty (30) days.

Prior approval by the administration must be given before vacation leave is taken.

Upon termination of employment, unused vacation leave (up to thirty (30) days) will be paid at the employee's daily rate of pay.

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.

Employees of less than six (6) months duration will not accrue vacation benefits.

*Certified employees do not accumulate vacation. Those staff members accumulate personal leave according to policy 5400.

Policy History:

Adopted on: 2/13/2012

Revised on: 02/09/2021