

Book	USD 460 Board Policy Manual
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Twelve-month employees shall be eligible for paid vacations as follows:

1. The allotment of vacation days will begin on July 1 of each fiscal year. New employees who begin service on a day other than July 1 will receive a pro-rated amount of vacation time to use by their first June 30 with Hesston USD 460.
2. In the first to tenth fiscal year of continuous employment, the employee will receive two weeks\* vacation per year.
3. In the 11th through 20th fiscal year of continuous employment, employees will receive three weeks\* vacation per year.
4. In the 21st and following fiscal years of continuous employment, employees will receive four weeks\* vacation per year.
5. In the event an employee is terminated or resigns during the year, vacation days earned will be pro-rated.

Specific dates for vacation may be determined by the employee's supervisor.

Vacation days will be taken within the fiscal year in which they are earned ("first year"), unless otherwise approved by the superintendent. In order to carry over vacation days, the employee must provide the superintendent with a plan to use carry-over days within the subsequent year ("second year"). Unused vacation days will not be carried over into a third year. If unused vacation days remain at the end of the second fiscal year, the employee will be compensated for said days at his/her hourly wage/salary rate. No more than five days will be compensated.

\*At the employee's average weekly rate.

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