

CLASSIFIED STAFF VACATIONS

Vacation shall be earned by regular twelve (12) month employees in accordance with the following provisions:

Twelve (12) month classified staff employees shall earn vacation based on the number of days worked or paid in a school year, per the schedule below. No vacation may be taken before it has been earned.

Year 1. Vacation is 5 days.

Years 2-8. Vacation is 10 days.

Years 9-15. Vacation is 15 days.

Years 16 and up. Vacation is 20 days.

A day of vacation will equal the number of hours in the employee's regularly scheduled workday.

Use of vacation must be approved in advance by the employee's supervisor. An employee can carry over five (5) vacation days into the following fiscal year with prior approval from the supervisor. Vacation that is carried over must be used by August 15 of the following school year and will expire without compensation after that date.

Annually, by June 1 each Parkview Classified Staff who works 12 months must notify the business manager of their intent to relinquish up to 5 unused vacation days from the current school year allocation of vacation leave. Upon receipt, the Business Manager will deduct up to 5 remaining vacation days from the employee's current remaining vacation balance. The Business Manager will then direct the payroll specialist to pay the support staff their daily rate for the deducted vacation days on the July 5 payroll date. This process would allow the Business Manager to include the vacation reimbursement in the following year's budget.

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