

Support Personnel Vacation	D.49
<i>Adopted: August 2019</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:

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 bank 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.**

All "comp" time must be eliminated by the last day students attend class in May of each 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. Vacation is prorated if an employee leaves mid-year.