

<b>Support Personnel Vacation</b>	<b>D.49</b>
<i>Adopted: July 23, 2013</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 one (1) full year of employment from the date hired by the board. All support employees will be required to take four (4) days of their vacation during the July 4<sup>th</sup> holiday week. All vacation days over five (5) will be used during the school year. These days cannot be used in summer months, unless approved by the superintendent.

Vacation days may not be accumulated beyond the end of the next fiscal year and will be scheduled as authorized by the superintendent or 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.

All support employees shall receive time and one-half for any hours worked over 40 hours per week. Upon the discretion of the superintendent, employees may either be compensated for this time or receive time off.

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 all paid vacation days due will be granted to the employee the following summer.

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

If an employee fails to complete their next year of service at any time during the year, he/she will not be able to receive credit for any vacation days for that year of service.