

Salmon River Joint School District No. 243

PERSONNEL

5450

Vacation Leave

12-month classified and administrative employees shall accrue annual vacation leave benefits according to the following schedule:

<u>Year of Service with the District</u>	<u>Days of Annual Vacation Leave</u>
1-10	10 days
10-15	15 days
16-19	18 days
20+	20 days

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.

Leave credits may not be advanced nor may leave be taken retroactively.

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.

Policy History:

Adopted on: May 18, 2009

Revised on: