

3.77 – LICENSED PERSONNEL VACATION

Twelve month employees hired prior to 2006-2007 contract year:

Employees issued twelve (12) month contracts (250 days or more) will be credited with 10 days of vacation leave. Employees must have their vacation time approved by their supervisor. A supervisor may deny an employee's request for a vacation day if the absence would, in the supervisor's opinion disrupt the educational process or normal district operations. Any employee whose job responsibility involves direct contact with students will not be allowed to be on vacation during the days students are in school.

Vacation days earned by twelve-month employees of the Benton School District may be accumulated up to a total of 25 days with ten (10) additional days credited at the beginning of each contract year (total of 35 maximum).

Employees terminating service at the end of the contract year will take accumulated vacation time prior to termination.

Upon termination of employment, payment for unused vacation leave will be made only when termination coincides with the end of the contract year and the employee has been asked by the Superintendent to work through the end of the contract year in lieu of taking available vacation. Under all other circumstances, no payment will be made for unused vacation leave.

Twelve month employees hired for the 2006-2007 contract year and future years:

Employees issued twelve (12) month contracts (250 days or more) will be credited with 10 days of vacation leave. A contract year is July 1 – June 30.

Employees must have their vacation time approved by their supervisor. A supervisor may deny an employee's request for a vacation day if the absence would, in the supervisor's opinion, disrupt the educational process or normal district operations. Any employee whose job responsibility involves direct contact with students will not be allowed to be on vacation during the days students are in school.

Unused vacation leave will not accumulate from one year to another.

Employees terminating service at the end of the contract year will take accumulated vacation time prior to termination.

Upon termination of employment, payment for unused vacation leave will be made only when termination coincides with the end of the contract year and the employee has been asked by the Superintendent to work through the end of the contract year in lieu of taking available vacation. Under all other circumstances, no payment will be made for unused vacation leave.

* Vacation for a given contract year should be used within the contract year if at all possible, unused vacation leave not taken by August 1st of the following contract year will be lost.

Date Adopted: 04/17/06

Date Revised: 05/14/07