

## 8.71 – CLASSIFIED PERSONNEL VACATION

For classified employees hired prior to July 1, 2015.

All employees are entitled to five (5) days of paid vacation during the first year of employment. Employees who have worked at least one-half year and less than one year will receive 2 and ½ to 4 paid vacation days pro-rated to number of months they have worked or contracted to work.

After one year of regular employment, non-certified employees will receive the following number of vacation days:

<b>Number of Months Contracted</b>	<b>Number of Vacation Days</b>
9 months (less than 205 days)	7 days
10 months (205-224 days)	8 days
11 months (225-249 days)	9 days

Paid vacation is calculated as part of annual compensation and not taken as actual leave.

### **Twelve month employees:**

After first full year of employment, 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.

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.

As of July 1, 2015, all new employees or returning employees, contracted for less than 250 days, will not be eligible for paid vacation.

Date Adopted: 06/11/2001

Last Revised: 05/11/2015