

## ARTICLE XIV

### VACATIONS

- 14.1 Full time employees shall earn vacation with pay as follows:
- 14.1.1 Less than one year's service - prorated to the time served.
  - 14.1.2 During the first two (2) years of employment - ten (10) days per year earned at the rate of five-sixths (5/6) of a day per month.
  - 14.1.3 After two (2) years of employment – fifteen (15) days per year earned at the rate of one and one-quarter (1 ¼) days per month.
  - 14.1.4 Beginning with the tenth (10th) year of employment – eighteen (18) days per year earned at the rate of one and one-half (1 ½) days per month.
  - 14.1.5 Beginning with fifteen (15) year of employment – twenty (20) days per year earned at the rate of one and two-thirds (1 2/3) days per month.
- 14.2 Other employees shall be entitled to vacations on a pro rata basis.
- 14.3 Except for Section 14.6, paid vacation shall be taken no later than September 1 following the fiscal year in which it is earned. With the approval of the District, the employee may carry over to the following fiscal year a maximum of five (5) days of earned vacation.
- 14.4 Vacation Scheduling:
- 14.4.1 Vacation requests shall be approved unless approval will limit the District's ability to carry out its legitimate business functions.
  - 14.4.2 An attempt will be made to adjust vacation time to the needs of individual employees.
  - 14.4.3 Beginning with June 1, employees can request vacation dates for the new school year beginning July 1 - June 30. Requests submitted prior to and on June 1 of any year will be stamped June 1 and will be considered by seniority. Vacations

can also be requested at any time during the fiscal year (July 1 - June 30).

These vacation requests will be approved on a first come, first serve basis.

14.4.3.1 Changes and requests can be accomplished by supervisor approval. Supervisors will notify employees in a timely manner of the disposition of their request. Departments will set limits as to the number of people that may be out on vacation at any one time. For site-based employees, such as custodians, whose department is off site, the supervisor will coordinate with the department prior to notification to the employee.

14.4.4 In the event of a conflict in vacation requests that is not resolved within the department, the District shall grant the request of the most senior employee.

14.4.5 Once a vacation request has been approved, the District will not cancel it except in an emergency.

14.4.6 If a vacation request has been denied and there is insufficient time for the employee to take their vacation prior to the end of the fiscal year, their vacation hours may be carried over, at the option of the employee, to the next fiscal year or be compensated for the vacation time.

14.5 If an employee's approved vacation comes due during the period when he/she is on leave due to illness or injury, he/she may request that his/her vacation date be changed. The District may grant such request based on the work needs of the District at that time. Should there be insufficient time for the employee to complete his/her earned vacation, the District shall allow sufficient vacation carry-over so as to preclude any loss to the employee.

14.6 Interruption of Vacation: An employee shall be permitted to interrupt or terminate vacation in order to begin sick leave requiring service of a doctor, or bereavement leave without return to duty status provided the employee notifies and submits supporting information acceptable to

the District substantiating such interruption or termination.

- 14.7 Upon separation, permanent employees are entitled to a lump sum payment for any earned vacation not used.