

## **VACATIONS FOR NONREPRESENTED EMPLOYEES**

### **A. Non-Represented Supervisory Employees**

All regular twelve (12) month non-represented supervisory employees shall be eligible for annual vacation days in accordance with the following procedures:

1. Non-represented supervisory employees shall be granted twenty-five (25) vacation days annually, except assistant superintendents and the superintendent whose vacation shall be established by their individual employment contract.
2. Non-represented supervisory employees may elect to receive remuneration for ten (10) unused vacation days. To receive this payment for unused vacation days, the non-represented supervisory employee shall submit to the payroll office a request for vacation cash out between July 1 and October 10. Payment will be made on the October payroll.

### **B. Non-Represented Non-Supervisory Employees**

1. Non-represented non-supervisory employees may elect to receive remuneration for five (5) unused vacation days. To receive this payment for unused vacation days, the non-represented non-supervisory employee shall submit to the payroll office a request for vacation cash out.
2. All regular twelve (12) month non-represented non-supervisory employees shall be granted vacation in accordance with the following schedule:

<b>Year Number</b>	<b>Days Accrued That Year</b>
<b>1</b>	<b>10</b>
<b>2</b>	<b>11</b>
<b>3</b>	<b>12</b>
<b>4</b>	<b>13</b>
<b>5</b>	<b>14</b>
<b>6</b>	<b>15</b>
<b>7</b>	<b>16</b>
<b>8</b>	<b>17</b>
<b>9</b>	<b>18</b>
<b>10</b>	<b>19</b>
<b>11</b>	<b>20</b>
<b>12</b>	<b>20</b>
<b>13</b>	<b>21</b>
<b>14</b>	<b>21</b>
<b>15</b>	<b>22</b>
<b>16</b>	<b>22</b>
<b>17</b>	<b>23</b>
<b>18</b>	<b>23</b>
<b>19</b>	<b>24</b>
<b>20</b>	<b>24</b>
<b>21</b>	<b>25</b>
<b>22</b>	<b>25</b>

3. Vacation credit for Naval Junior Reserve Officers Training Corps (NJROTC) instructors shall be determined by the superintendent or designee after individual review of the military record but shall not in any case exceed twenty-five (25) days.
4. Personnel shall determine the number of years of service credit to be awarded to an employee for prior work experience. Service credit shall be defined as the year of service.

**C. Monthly Vacation Leave Accrual**

The number of vacation days will be computed annually on July 1 for non-represented supervisory employees and on September 1 for non-represented non-supervisory employees. Vacation days shall accrue at a monthly rate of one-twelfth (1/12) of the non-represented supervisory employee's annual vacation entitlement. Non-represented supervisory employees in their first year of employment as district supervisors may use vacation in July and August provided that they agree to reimburse the district upon termination of employment for any unearned days.

**D. Maximum Vacation Leave Accrual**

Vacation days shall not accumulate in an amount exceeding thirty (30) days as of the end of the scheduled work/contract year. Annually, as of June 30 for non-represented supervisory employees and August 31 for non-represented non-supervisory employees, excess vacation days shall be lost.

**E. Vacation Leave Approval**

Vacation leave must be approved in advance by the non-represented employee's immediate supervisor. Vacation leave is not allowable on a day that the district's operating schedule is altered due to emergency conditions, unless the vacation was approved in advance and the reason is not related to the emergency condition(s).

**F. Payment of Vacation Upon Separation of Employment**

Upon separation of employment, non-represented employees are eligible to receive compensation for accumulated vacation at the then-applicable rate of pay in an amount not to exceed thirty (30) days, or such lesser amount as may be necessary so that the district avoids any financial penalty or other legal constraints.

Adoption Date: December 15, 2010

Revised: August 29, 2011; February 19, 2013; March 28, 2024