

Vacation Accrual Policy

Full-time employees are entitled to vacation hours based upon employment classification and years of service. All vacations must receive prior approval from the employee's immediate supervisor, and the employee must complete an absence report. Vacation hours will be accrued monthly. An employee's available vacation hours cannot exceed what he or she can accrue in the last two employment years. No additional hours will accrue.

Schedule of Vacation Hours (days)

	<u>1-5 yrs</u>	<u>6-10 yrs</u>	<u>11-15 yrs</u>	<u>16+ yrs</u>
Clerical/Maintenance	80 (10)	120 (15)	160 (20)	200 (25)
Management Support	80 (10)	120 (15)	160 (20)	200 (25)
Administrator	160 (20)	168 (21)	184 (23)	200 (25)
Senior Administrator	160 (20)	176 (22)	200 (25)	200 (25)
Executive Administrator	160 (20)	200 (25)	240 (30)	240 (30)

Years of service designated refer to a complete employment year. An employment year is defined as a twelve-month period beginning on the employee's Board approved employment start date. The schedule above lists maximum vacation accrual for a complete employment year. Vacation hours are non-working hours.

Schedule of Vacation Hours – Monthly Accrual Rate

	<u>1-5 yrs</u>	<u>6-10 yrs</u>	<u>11-15 yrs</u>	<u>16+ yrs</u>
Clerical/Maintenance	6.67	10.00	13.33	16.67
Management Support	6.67	10.00	13.33	16.67
Administrator	13.33	14.00	15.33	16.67
Senior Administrator	13.33	16.67	16.67	16.67
Executive Administrator	13.33	16.67	20.00	20.00

Permanent part-time employees' vacation is prorated based on their contracted work hours.

This policy change will begin July 1, 2019. Any vacation hours earned previous to July 1, 2019 will be added to the employee's available vacation hours and subject to the maximum available amount listed above.