

## **PERSONNEL VACATIONS**

The Madill Board of Education will provide annual vacation with pay to those employees assigned to twelve-month positions.

### **Certified Employees**

Vacation days are noncumulative. All employees must use earned vacation days each year. When such vacation time is not used within one year from June 30th, entitlement to such vacation will be forfeited. Vacation will be accrued at the beginning of the contracted year.

Eligibility - As per contract

### **Support Employees**

All employees should use earned vacation days/hours each year. When such vacation time is not used within one year from accrual date, vacation hours will roll to the next year. A maximum of 20 days will be allowed to be rolled to the next year. Upon each accrual date, if any un-used vacation days/hours exceeds the 20 day maximum roll-over, employees will be paid for un-used vacation hours. Any compensation to employee will be paid on the next available payroll.

### **Vacation Year**

A full year of service is based on anniversary date of full time employment.

### **Approval of Vacation Dates**

The dates for all vacations must be approved by the immediate supervisor.

### **Eligibility**

Twelve month non-certified support employees shall be eligible for vacation days according to the following:

Anniversary employment dates prior to July 1, 2013 shall receive vacation time as follows:

<u>Years of Service</u>	<u>Days Per Year</u>
1 to 5	10 days
6 to 12	15 days
13 or more	20 days

Anniversary employment date on or after July 1, 2013 shall receive vacation time as follows:

<u>Years of Service</u>	<u>Days Per Year</u>
1 or more	10 days