

Descriptor Term:

Descriptor Code:

Issued Date:

GDBE

12/17/2013

Classified Staff Vacations and Holidays

Rescinds:

01/14/1992

Full-time employees will earn one-day vacation for each full month of employment. Employees will not earn vacation for partial months. Part-time employees will not earn vacation. After ten years of continuous employment an employee shall earn 1 ½ days' vacation for each full month of employment.

No classified employee may accumulate more than 18 days of vacation time. If the vacation leave is not used at the time, day over eighteen (18) will be lost with no compensation to the employee. If the school district cannot release the employee at the desired time, the superintendent may grant exception to the maximum accumulation.