

GCRH Vacation 2015

Full-time classified employees of the board may be granted a paid vacation each year. Full-time classified personnel shall be given (2) two weeks paid vacation per fiscal year. After (10) ten or more consecutive years of employment by U.S.D. #480, (3) three weeks paid vacation will be granted. After (20) twenty years of consecutive employment, the employee will be granted 20 days of vacation.

A written request stating the dates the employee wishes to take vacation must be submitted to the direct supervisor for approval.

July 1 is the beginning date of the fiscal year. Vacation days may be scheduled from July 1 of the fiscal year in which it was earned to October 31 of the following fiscal year. Days unused at the end of this period will not be carried over. An employee may not take more than two weeks of vacation at any given time.

Approved: 9/9/2002

Amended: 1/4/2016