

## **STAFF VACATIONS**

A vacation schedule will be arranged for each staff member who qualifies for vacation time. Vacations are to be taken at a time, which is mutually agreeable with the superintendent and the employee. When a mutually agreeable time cannot be arranged, the needs of the school must receive first consideration in setting the day(s) of vacation.

After one year of continuous service, staff personnel who work twelve (12) months a year shall receive two weeks (10 working days) paid vacation. Vacations may be taken between June 1 and August 1, unless otherwise approved by the superintendent. Vacation days may not be carried over from one year to the next.

Vacation days are days earned from the preceding year of service. Vacation days must be used within the fiscal year (July 1 - June 30) of the year that they were credited to the employee.

Any employee who is paid for less than forty (40) hours in any pay period other than the first pay period of employment will not receive credit for that pay period in computing his/her vacation benefits at the end of the qualifying period of June 30.