

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification – regular full-time, (working 260 and 245 calendar days per year) – are eligible to earn and use vacation time as described in each provision: The amount of paid vacation time employees receive each year increases with the length of their employment in regular full-time position as shown in the following schedule:

260 Day Calendar:

- Upon hire, eligible employees are entitled to 10 vacation days each year – prorated (0 to 5 completed years = 10 days)
- After 5 completed years of eligible employment, the employee is entitled to 12 vacation days each year. (6 to 10 years = 12 days)
- After 10 completed years of eligible employment, the employee is entitled to 15 vacation days each year. (11 to 19 years = 15 days)
- After 19 years of eligible employment, the employee is entitled to 20 vacation days each year. (20+ completed years = 20 days)

245 Day Calendar:

- Upon hire, eligible employees are entitled to 10 vacation days each year - prorated. (0 to 5 completed years = 10 days)
- After 5 completed years of eligible employment, the employee is entitled to 12 vacation days each year. (6 to 10 years = 12 days)
- After 10 completed years of eligible employment, the employee is entitled to 15 vacation days each year. (11+ completed years = 15 days)

The length of eligible service is calculated on the basis of a fiscal year (July – June). Vacation Leave accrues on a monthly, pro-rata basis. Thus, for twelve month employees, leave shall accrue at the rate of 1/12th of earned vacation time per month per school year.

For example, if after three years a 12 month employee, works six months of a school year (measured July 1st to June 30th) and resigns to take another job, and if he/she had taken no vacation that school year, he/she would be entitled to 10 days of vacation leave, which had accrued prior to his/her resignation.

Employment must be continuous to qualify for increased vacation time. Such vacation is to be taken during the summer months when school is not in session except by approval of the Superintendent. All vacation leave must be authorized in advance by the Superintendent or his designee.

Upon the employee's hire date in a qualified position, he/she begins to earn paid vacation time according to the schedule and can request use of vacation time. Mid-year termination/resignation will result in nonaccrued but used vacation to be deducted from final wages. Five days of vacation time may be accumulated from year to year.

Part-time employees, scheduled to work less than 20 hours per week, will not receive paid vacation leave.



LEGAL REFERENCE:

Idaho Code Section 33-1216

ADOPTED: March 9, 2004

AMENDED: June 14, 2016