Snake River School District #52

PERSONNEL   **5450**

Vacation Leave

The Superintendent shall be awarded four weeks (16 days) of vacation leave each year. Accumulation of unused vacation time will be allowed up to a total of 60 days.

Annual vacation leave for classified personnel who are employed on a twelve (12) month basis shall be set forth in established policy.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

Prior approval by the administration must be given before vacation leave is taken.

12-month classified and administrative employees shall accrue annual vacation leave benefits according to the following schedule:

Year of Service with the District	Days of Annual Vacation Leave
1-9	8 days
10-15	12 days
16-19	14 days
20+	16 days

Vacation leave for the first and last year of employment will be proportional to the employment date for that year.

Vacation leave is intended to be used during the year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of 60 days.

Employees shall not take more than four weeks of vacation at one time. Vacation time should be taken when duties of personnel are such that it would least disrupt the School District operation.

If a legal holiday should fall within an employee's vacation period, the holiday will not be applied against accrued vacation.

During the first 90 days of employment, an employee may use only accrued vacation days. After the 90-day probation period, employees may borrow vacation days.

Upon termination of employment, up to 30 days of unused vacation leave will be paid at the employee's daily rate of pay. If an employee has used unearned vacation days, payment for those days will be deducted from the final paycheck.

The Board may allow individual exceptions under this policy for extenuating circumstances.

Policy History:
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Reviewed on: