

VACATION LEAVE POLICY – FULL-TIME CLASSIFIED EMPLOYEES FEDERAL

Classified personnel who are employed on a full-time basis will have paid vacation leave. Full-time basis shall mean regularly employed at least five hours per day, five days a week, and for twelve months. All eligible employees shall accrue vacation leave as follows:

1. First year at the rate of five-twelfths (5/12) of a day per month of full-time employment
2. After one full year and through the tenth-year, five-sixths (5/6) of a day per month of fulltime employment
3. After ten-years, at the rate of fifteen-twelfths (15/12) of a day per month of full-time employment
4. Employees may accumulate up to four (4) weeks (20-days) vacation leave. Employees cannot accrue more than four (4) weeks (20-days) of vacation leave in a fiscal school year.
5. Eligible full-time classified employees employed prior to February 16, 2016, are grandfathered and his/her accrued vacation leave is the maximum amount of vacation leave days allowed as of February 16, 2016. Each time that vacation leave day amount goes below the grandfathered maximum, the new lesser amount of vacation leave days accrued is the new maximum amount of vacation leave days allowed until a balance of four (4) weeks (20-days) of vacation leave is accrued.
6. Vacation leave must be scheduled through the employee's supervisor, and the supervisor shall grant vacation leave if it does not interfere or interrupt the goals and objectives of the district.
7. Employees request for vacation leave cannot exceed the number of days accrued.
8. In cases where an employee has used all Sick and Personal Leave accrued, vacation leave days will be used to cover days absent from the job. Days not covered by Sick, Personal, or Vacation Leave will be without pay.
9. All Personal, Sick, and Vacation Leave must be used prior to granting leave under the provisions of the Sick Leave Bank and the Family Medical Leave Act.
10. Employees employed for eight (8), nine (9), ten (10), or eleven (11) months are not granted paid vacation leave.

Upon termination of employment, vacation leave accrued by eligible full-time classified employees will be paid out at the employee's daily rate of pay for the unused accrued days and included in the final paycheck.

Eligible full-time employees will not accrue vacation leave for the month initially hired or for the month of termination of employment.



LEGAL REFERENCE:

Idaho Code 33-1216

ADOPTED: May 3, 1988
Reviewed: February 16, 2016

Revised: May 17, 2005
Revised: January 19, 2021

Reviewed: October 16, 2007