

A. ACCUMULATION

Each permanent employee of the District who is a member of the classified employee unit shall accumulate annual vacation leave on the following basis beginning in the 2014-2015 school year:

- First through fifth year 1 ¼ days per month
- Sixth through tenth year 1 ¾ days per month
- Above the 10th year..... 2 days per month

Each employee will receive full vacation leave if they are in paid Status for more than one half of the working days in the month. An Employee in paid status for less than one half of the working days in the month will receive a prorated amount.

B. USE OF VACATION LEAVE

1. Earned vacation shall not become a vested right until completion of the initial six months of employment.
2. Each employee may utilize vacation leave which will have been earned by the close of the current fiscal year provided, however, that in the event the employee terminates prior to completion of that employee's scheduled work year, any utilized but unearned vacation leave shall be repaid to the District by the employee at the employee's rate of pay at termination. Normally, such costs shall be deducted from the employee's final paycheck.
3. Time spent on non-paid vacation and/or industrial accident and illness leave in excess of sick leave will not apply toward completion of the probationary period.
4. The District encourages all employees to utilize their accrued vacation time each year. Vacation requests must be submitted to the employee's supervisor as early as possible in the fiscal year, but in no case later than three (3) weeks prior to the commencement date of the requested vacation. The Superintendent or his designee may approve such requests if such approval does not adversely affect the District's interests. Approval of request for same or overlapping dates of other employee's will be granted on the basis of what serves the best interests of the District. Any vacation earned but not utilized within the fiscal year, shall be paid off at the end of each fiscal year.

ARTICLE 12
VACATION LEAVE - Continued

5. If any employee terminates employment with the District for any reason prior to the time that he/she has earned vacation which he/she has already taken, the amount of the vacation time which he/she has taken in excess of that which he/she has earned shall be deducted from his/her terminal pay. If the terminal pay is insufficient to equal the amount of the vacation for which he/she has been paid in excess of that which he/she has earned, the employee shall reimburse the District for such overpayment.

C. PAYMENT OF VACATION LEAVE - HOURLY EMPLOYEES

At the end of each school year, the District shall pay off any vacation leave accumulated by hourly employees.

- D. Compensatory time off in lieu of cash compensation for overtime worked may be granted by prior written approval at the appropriate rate in effect at the time gained. Compensatory time shall be taken at a time mutually acceptable to the employee and the District within twelve (12) months of the date on which it was earned. If the compensatory time has not been taken within twelve (12) months of the date on which it was earned due to the District's work schedule, the District shall pay the employee in cash for all such time at the appropriate overtime rate based on the employee's current rate of pay.