

EMPLOYEE BENEFITSUnaffiliated EmployeesVacation

Unaffiliated twelve (12) month employees will accrue vacation on the basis of ten (10) days paid for the first year of service and one (1) additional day per year for each year of service thereafter until they have completed sixteen (16) years of service and accrued a maximum of twenty-five (25) days paid vacation.

Those who are scheduled to work fewer than twelve (12) months will be paid at an hourly rate, which incorporates holiday and vacation time.

Employees must schedule vacation with their supervisors in advance of the first day of vacation leave. Vacation schedules must recognize the operational needs of the district and are subject to the approval of the supervisor.

During the final two (2) years prior to retirement, an employee may elect to defer their vacation and receive payment of up to thirty (30) days vacation when they retire. No payment to an employee or contributions will be made to an employee's retirement system for accrued vacation leave in excess of thirty (30) days.

Personal Leave

An Employee shall be granted two (2) days of personal leave taken at their discretion. These days are non-accumulative with full pay and will be deducted from sick leave.

1. Employees shall notify their immediate supervisor two (2) days in advance of their intent to take personal leave.
2. Employees may not use their personal leave to extend a three-day weekend or to extend any vacation period.
3. Except at the discretion of the Superintendent, no more than two (2) Employees shall be permitted to take personal leave on any one day.

Employees who do not use their personal leave during the school year may request a personal leave reimbursement. This request must be made in writing to the business office by June 30 of that year. Reimbursement will be based on the yearly per diem rate.

