

## ADD POLICY

- PAID VACATION DAYS Each person employed in a position normally requiring a 238-day schedule shall receive ten paid vacation days per year from July 1 – June 30. All vacation schedules shall be subject to the approval of the immediate supervisor. The following guidelines shall apply:
1. An employee shall be eligible for vacation time after six months of continuous employment on a full-time basis and must have earned pay for at least 120 days on duty.
  2. Vacation days remaining after June 30 of each school year may be accumulated but must be used by December 31 of the same calendar year. Accumulated vacation days not used prior to December 31 of the same calendar year shall be forfeited.
  3. **Upon the employee's retirement, the District shall pay an employee for all accrued vacation days at the employee's daily rate.**
  4. **The District shall pay an employee who resigns or is terminated for accrued vacation days. The number of days shall be determined by multiplying the number of full months employed with pay by 5/6 vacation day per month.**
- HOLIDAYS Each person employed in a position normally requiring a 238-day schedule shall receive July 4 as a paid holiday.