

Teton School District No. 401

PERSONNEL

5450

Vacation Leave

12-month classified and administrative employees of Teton School District #401 shall accrue annual vacation leave benefits according to the following schedule:

| <u>Year of Completed Service</u> | <u>Days of Annual Vacation Leave</u> |
|----------------------------------|--------------------------------------|
| 0-6 months | 0 days |
| 7 months - 1 | 5 days |
| 2-10 | 10 days |
| 11-15 | 15 days |
| 16-19 | 18 days |
| 20+ | 20 days |

Vacation leave is intended to be used during that year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of thirty (30) days.

Leave credits may not be advanced nor may leave be taken retroactively.

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

If a legal holiday should fall within an employee's vacation period, the employee will be entitled to an additional day for that holiday. An employee is eligible for holiday pay if the employee worked during the payroll week in which the holiday fell or during the preceding payroll week. No additional time will be given if the employee is absent due to illness or if on unpaid leave.

Upon termination of employment, unused vacation leave (up to thirty (30) days) will be paid at the employee's daily rate of pay.

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.

Employees of less than six (6) months duration will not accrue vacation benefits.

Policy History:

Adopted on: August 10, 2009

Revised on: May 17, 2010