

Vacation Payout

The District recognizes that time away from the office is vital in the employees' health and well-being and therefore requires that all employees take at least one week (40 hours) vacation each year. Eligible employees who have accrued two weeks' vacation or more may request the payout of the additional weeks' (maximum request being 40 hours).

Requests for vacation payouts must occur only after:

- The employee has taken a minimum of 40 hours off for vacation; and
- Not to exceed more than one request per quarter.

There will not be an automatic year-end payout for unused vacation time. An employee will either use the vacation hours or request to receive compensation prior to year-end.

Eligible employees hired within the last quarter of the year (October, November, December) will be allowed to roll-over earned hours with the understanding these hours must be used prior to the final payroll of the first quarter of the next year. No other roll-over of hours will be authorized or approved.

All full-time, regular employees who resign or are terminated (other than for gross misconduct) will receive payment for any earned unused vacation allowance for that calendar year. Employees terminated for gross misconduct will not be provided any vacation pay. Examples of gross misconduct include, but are not limited to, misappropriation of company property, disclosure of confidential information, violation of conflict of interest policy, unlawful discrimination, fighting, violation of the company's drug and alcohol policy, and criminal acts on company premises during work hours.