

# Vacation

The District believes that adequate time must be provided to employees annually for rest and relaxation and recognizes the benefits of time away from work. For this reason, all employees are encouraged to take their full allotment of vacation days each year. Eligible employees are required to utilize a minimum of one week vacation during the calendar year.

Unless specified otherwise, vacation time cannot be carried over. Where special business necessity requires an exception, prior approval must be given by the Office Manager and your Supervisor/Manager. Approved carried over time must be used within the first quarter of the following year.

Vacation time is recognized and awarded based on their longevity with the District and is illustrated below:

<b>Completed Years of Service</b>	<b>Vacation Days Allowed</b>
One Year of Full-Time Employment	5 Vacation Days (40 Hours)
Two Years of Full-Time Employment	10 Vacation Days (80 Hours)
Five Years of Full-Time Employment	15 Vacation Days (120 Hours)
Ten Years or more of Full-Time Employment	20 Vacation Days (160 Hours)

Earned vacation must be taken in no less than hour increments (1 hour). Your vacation schedule should be discussed with your Supervisor/Manager as far in advance as is possible. In most instances no more than two (2) weeks (80 hours) consecutive vacation time should be scheduled without prior approval. Time off for vacation for other than emergency situations must be pre-approved by your Supervisor/Manager.

Employees must complete an Employee Action Form (EAF) and submit it to their Supervisor/Manager for authorization and approval. Based upon department needs, the District will attempt to grant an employee the vacation date that he/she requests.

Hours paid as vacation are not included in the calculation of overtime pay. For more information regarding the calculation of vacation hours, please contact your Supervisor/Manager or the Human Resources.

When a District holiday falls during a scheduled vacation it is not counted as a vacation day. Any employee that becomes ill during a schedule vacation cannot change a vacation day to a personal day; scheduled vacation day's count as vacation even if an employee would ordinarily take a personal day.

In the event an employee resigns from the District and is later rehired, the employee's vacation time will be calculated based on the rehire date and not the previous years of service.