

**ARTICLE 8**  
**VACATION**

**8.1 10 Month Employees**

8.1.1 All school year (less than 12 month) unit members shall receive vacation pay based on a factor of .03846 for all hours worked exclusive of overtime. Vacation pay shall be prorated and received with each pay check.

8.1.2 Vacation time for less than 12-month unit members is not accrued and therefore it is not available because it is paid as stated in 8.1.1.

**8.2 12 Month Employees**

8.2.1 All calendar year (12 month) unit members shall receive ten (10) days of paid vacation for their first five (5) years of employment. Commencing with their sixth year of service they shall receive fifteen (15) days of paid vacation. Beginning with the 2001-02 school year, twelve (12) month unit members who have achieved twenty (20) years of service shall be granted a total of twenty-two (22) days of paid vacation.

8.2.2 All vacations for twelve (12) month unit members shall require prior approval of the supervisor and superintendent. Requests shall be submitted July 1<sup>st</sup> for the year. If unit members within the same classification request the same period, seniority shall prevail.

If the unit member is not able to take his/her full annual vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the governing board.

Vacation must be taken within eighteen (18) months of the end of the fiscal year in which it was earned. Any vacation remaining on the "books" shall be paid on a payroll warrant.

Earned vacation shall not become a vested right and may not be scheduled nor taken until completion of the initial six (6) months of employment.

8.2.3 A unit member may interrupt vacation leave to go on sick leave or bereavement leave.