


VACATION**SECTION 4.08****Effective Date: October 15, 2015****Approved By: Governing Board** 

It is the policy of the Board to provide employees with a graduated vacation schedule that will reward staff with additional vacation benefits as years of seniority are accumulated. Therefore, vacation will be earned as follows for those employees hired on or before January 17, 1996:

<u>Longevity</u>		<u>Vacation Earned (Annualized)</u>	<u>Hours Earned Per Pay Period</u>
0 to	2,080 hours	10 days	3.08 hours
2,081 to	4,160 hours	11 days	3.38 hours
4,161 to	6,240 hours	12 days	3.69 hours
6,241 to	8,320 hours	13 days	4.00 hours
8,321 to	10,400 hours	14 days	4.31 hours
10,401 to	12,480 hours	15 days	4.62 hours
12,481 to	14,560 hours	16 days	4.92 hours
14,561 to	16,640 hours	17 days	5.23 hours
16,641 to	18,720 hours	18 days	5.54 hours
18,721 to	20,800 hours	19 days	5.85 hours
20,801 to	22,880 hours	20 days	6.15 hours
22,881 to	24,960 hours	21 days	6.46 hours
24,961 to	27,040 hours	22 days	6.77 hours
27,041 to	29,120 hours	23 days	7.08 hours
29,121 to	31,200 hours	24 days	7.38 hours
31,201 to	33,280 hours	25 days	7.69 hours
33,281 and beyond		25 days	7.69 hours

Vacation will be earned as follows for those employees hired on or after January 18, 1996:

<u>Longevity</u>		<u>Vacation Earned (Annualized)</u>	<u>Hours Earned Per Pay Period</u>
0 to	1,040 hours	0 days	0
1,041 to	2,080 hours	5 days	3.08 hours
2,081 to	4,160 hours	11 days	3.38 hours
4,161 to	6,240 hours	12 days	3.69 hours
6,241 to	8,320 hours	13 days	4.00 hours
8,321 to	10,400 hours	14 days	4.31 hours
10,401 to	12,480 hours	15 days	4.62 hours
12,481 to	14,560 hours	16 days	4.92 hours
14,561 to	16,640 hours	17 days	5.23 hours
16,641 to	18,720 hours	18 days	5.54 hours
18,721 to	20,800 hours	19 days	5.85 hours

20,801 to	22,880 hours	20 days	6.15 hours
22,881 to	24,960 hours	21 days	6.46 hours
24,961 to	27,040 hours	22 days	6.77 hours
27,041 to	29,120 hours	23 days	7.08 hours
29,121 to	31,200 hours	24 days	7.38 hours
31,201 to	33,280 hours	25 days	7.69 hours
33,281 and beyond		25 days	7.69 hours

Vacation for Senior Staff (Salary Level 19 and above)

Vacation for Senior Staff will be granted for those employees hired on or after January 18, 1996 on an annual basis according to the following:

<u>Longevity</u>		<u>Vacation</u>
0 to	10,400	15 days
10,401 to	20,800	20 days
20,801 and beyond		25 days