

**VACATION****SECTION 4.08****Effective Date: October 15, 2015****Approved By: Executive Director GBR****PROCEDURE:**

Employee longevity shall be determined by the number of hours worked as indicated above. One year of service shall equal 2080 hours. Total service with the agency is included for the purpose of calculating longevity.

If an employee's vacation leave should overlap a holiday, the employee shall be entitled to an additional day of vacation leave.

If an employee should become ill during a scheduled vacation, use of sick leave shall not be permitted after the fact.

An employee may accumulate vacation up to 160 hours, however, when an employee accumulates 120 hours of vacation, written arrangements must be made with the Executive Director to use a minimum of 40 consecutive hours vacation by such time as a given employee would earn 160 hours of vacation. Employees who fail to make such arrangements will lose vacation at the 120 hour point. NOTE: A Senior Staff employee may maintain a maximum of 200 hours for vacation. Any hours over 200 will be lost if the employee fails to use such vacation hours prior to the award of additional hours.

Vacation leave shall be scheduled to suit the mutual convenience of the employee and the employer. The immediate supervisor must approve all vacation before it can be taken.

Employees will begin earning vacation hours once they have successfully completed their initial instructional period. (Exception: Senior Staff and key employees begin accruing vacation upon hiring.)

**Vacation Loans/Gifts**

1. An employee contributing vacation to another employee would have to reserve at least eighty (80) hours for him/herself for that year.
2. An employee can give no more than 80 hours in a year.
3. No more than 80 hours can be received as a gift or be loaned in a year to a given employee.
4. Vacation loaning will be requested in writing to the Executive Director.
5. The Executive Director will reserve the right to approve/disapprove any and all vacation loans or gifts.