

<b>DESCRIPTOR TERM:</b>  <b>Personnel</b>	<b>Millard District Policy</b> <b>File Code: 4260</b>  <b>Approved: 09-13-18</b>
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**VACATION LEAVE POLICY – 12 MONTH CLASSIFIED EMPLOYEES**

1. Vacation leave will accumulate to classified employees based on the following:
  - a. One work week (5 days) paid vacation leave after one-year experience with Millard School District. This work week cannot be taken until the first year of work is completed.
  - b. Two work weeks (10 days) paid vacation leave after two-years experience with the District. These two work weeks of paid vacation leave are not available until the second year of work is completed, and at the completion of each successive year.
  - c. Three work weeks (15 days) paid vacation leave after three years experience with the District. These three work weeks of paid vacation leave are not available until the third year of work is completed, and at the completion of each successive year.
2. An employee must receive prior approval from his immediate supervisor before taking vacation leave. These requests must be presented at least one week in advance. Because of work loads etc., the additional earned vacation days above 10 may have to be taken on a non-consecutive basis.
3. Eligibility for vacation leave time will be calculated only if an employee has worked at least ½ time for 12 months with the District. Credit will be prorated.
4. Any vacation leave days earned by July 1<sup>st</sup> of one year must be used prior to October 1<sup>st</sup> of the following year.
5. When a person terminates employment, any unused accrued vacation leave time must be used prior to termination date or paid in the next pay period.