

12-MONTH EMPLOYEE VACATION PLANS

(Please send to the Office of Education 4 weeks in advance)

Name _____ Date _____

According to policy, I am entitled to _____ weeks of vacation.

I am planning my _____ (year) vacation.

Beginning _____

Ending _____

Total days _____

For emergency, contact:

Name _____

Address _____

Phone _____

School Board Chair _____

Superintendent of Schools _____

TWELVE MONTH EMPLOYEE VACATION POLICY

Twelve month employees are allowed to take up to 3 weeks (15 days) of vacation during the summer and up to 2 weeks (10 days) of vacation during the school year. Twelve month employees are also given all single day holidays, such as Christmas Day, Thanksgiving Day, etc. The single day holidays need not be noted on the employee's attendance record. Any other days taken as vacation (days during Christmas vacation, Thanksgiving break, spring break, etc.) will be deducted from the employee's allotted vacation days.

If an employee has 6 weeks (30 days) of vacation, the employee may take up to 3 weeks (15 days) of vacation during the summer and up to 3 weeks (15 days) of vacation during the school year.

In addition, the five personal days given to full time administrators can be taken at any time, school year or summer.

Vacation is calculated based on the calendar year. Vacation days not taken during the calendar year may be carried over to the next year, with the maximum number of days accrued at 150% of the earned vacation days.

Years of Service

Vacation Earned

1-4 years	2 weeks (10 days)
5-9 years	3 weeks (15 days)
10-15 years (after 9 th year)	4 weeks (20 days)

July 1 begins the new year for sick leave and personal days. January 1 begins the new year for vacation days.