

STAFF PERSONNEL
Series 400

Policy Title: LEAVES AND VACATIONS FOR
12-MONTH, FULL-TIME,
NON-CERTIFIED EMPLOYEES

Code: 408.6

All non-certified, full-time, 12-month employees are eligible to earn vacation leave. This definition does not include any temporary full time position that is less than twelve months in duration, nor does this definition include any full time permanent position that is less than twelve months per year.

All newly hired non-certified, full-time, 12-month employees will be on a one-year probation. Vacation will be prorated dependent on their experience placement on the District salary schedule. Vacation days shall be according to District schedule and can be applied to sick leave if necessary.

Those employees earning two or more full weeks of vacation may not take more than half of their year's vacation during one period of time or take vacation in August unless previously approved by the superintendent. Employees may not carry over more than 5 days of vacation from any prior work year to the next work year.

Date of Adoption:
Revised: 7/21/08, 10/18/10
Readopted: July 2009

Legal References:

Related References: