

Vacation

Years (Months) of Service	Annual Vacation Eligibility Hourly Employees	Annual Vacation Eligibility Hourly Supervisor Employees	Annual Vacation Eligibility Exempt Employees
First day of 1st year – last day of 4th Year	Up to a maximum of eighty (80) hours in any one (1) year. (10 days) Accrual Rate: 3.077	Up to a maximum of one-hundred-twenty (120) hours in any one (1) year. (15 days) Accrual Rate: 4.615	Up to a maximum of one-hundred-sixty (160) hours in any one (1) year. (20 days) Accrual Rate: 6.154
First day of 5th year – last day of 9th Year	Up to a maximum of one-hundred-twenty (120) hours in any one (1) year. (15 days) Accrual Rate: 4.615	Up to a maximum of one-hundred-sixty (160) hours in any one (1) year. (20 days) Accrual Rate: 6.154	Up to a maximum of two-hundred (200) hours in any one (1) year. (25 days) Accrual Rate: 7.692
First day of 10th year – last day of 14th Year	Up to a maximum of one-hundred-thirty-six (136) hours in any one (1) year. (17 days) Accrual Rate: 5.231	Up to a maximum of two-hundred (200) hours in any one (1) year. (25 days) Accrual Rate: 7.692	Up to a maximum of two-hundred-sixteen (216) hours in any one (1) year. (27 days) Accrual Rate: 8.308

Years (Months) of Service	Annual Vacation Eligibility Hourly Employees	Annual Vacation Eligibility Hourly Supervisor Employees	Annual Vacation Eligibility Exempt Employees
First day of 15th year – last day of 19th Year	Up to a maximum of one-hundred- sixty (160) hours in any one (1) year. (20 days) Accrual Rate: 6.154	Up to a maximum of two-hundred-sixteen (216) hours in any one (1) year. (27 days) Accrual Rate: 8.308	Up to a maximum of two-hundred-forty (240) hours in any one (1) year. (30 days) Accrual Rate: 9.231
First day of 20th year and each year thereafter	One-hundred-sixty (160) hours + 1 day (8 hours) per year of service in any one (1) year	Up to a maximum of two-hundred-forty (240) hours in any one (1) year. (30 days) Accrual Rate: 9.231	Up to a maximum of two-hundred-forty (240) hours in any one (1) year. (30 days) Accrual Rate: 9.231

All full-time regular employees are eligible for vacation.

Consult the Director of Finance and Administration for detailed information on how the dollar amount of your vacation pay is calculated and the amount you are entitled to receive.

Vacation time is given to employees so that they are better able to perform their jobs when they return. For this reason, we require employees to take their vacation and we do not permit employees to take pay in lieu of time off.

Submit vacation requests in writing at least two weeks in advance (if more than two continuous days are requested) to your supervisor. When possible, vacation requests are granted in accordance with employee requests, but may be denied in light of District operational concerns including minimizing overtime expenses. Length of employment may determine priority in scheduled vacation times when employee requests conflict.

A maximum of 240 vacation hours may be accumulated by non-exempt non-supervisory employees. If at that time an employee has not used vacation, he/she will not earn paid vacation until he/she has fewer than 240 hours accumulated. A maximum of 360 vacation hours may be accumulated by non-exempt supervisory employees.

In addition to regular accruals, Exempt-status salaried employees receive an additional two (2) weeks paid vacation as an added benefit for the additional hours of work that is expected from them during certain times of the year. Exempt-status salaried employees may accumulate a maximum of 360 vacation hours. If at that time an employee has not used vacation, he/she will not earn paid vacation until he/she has fewer than 360 hours accumulated.

Employees who are out on a leave of absence and are not utilizing District-paid leave do not accrue vacation time while they are on their leave.

No more than two consecutive work days of vacation may be taken at one time without 2 weeks prior notice and special management approval.

Upon discharge, employees will be paid for accrued but unused vacation.