

Vacation

Paid Vacation will be provided to administrators/supervisors according to the following schedule:

<u>Supervisors</u>	
First Year	Pro-rated up to 20 days
First full year through Tenth full years of service	20 days
Eleventh full year of service and beyond	25 days
<u>12 month Administrators</u>	
First Year	Pro-rated up to 25 days
First full year through Tenth full years of service	25 days
Eleventh full year of service and beyond	30 days
<u>215 day Administrators</u>	Not eligible for vacation days

Employees in their first year of service receive a pro-rated allocation of vacation based upon the number of months worked between their hire date and the following July 1. For example, an employee hired in October 1, 2017 would be allocated nine-twelfths (9/12) of the employee's vacation allotment at the time of hire. This would entitle the employee to $9/12 * 20$ days on the date of hire or 15 days (example based upon Supervisor vacation). The employee under this example would be entitled to twenty (20) days of vacation on July 1, 2018. This provision is not retroactive.

Vacation time may be taken in increments no less than two hours as approved by the immediate supervisor.

Up to 5 carry-over days from previous year will be allowed. Carry-over days must be used by December 31 of the following year. The Board will pay per diem rate for up to ten (10) days of unused vacation, based upon the Administrator's inability because of job responsibilities, to be able to use the vacation time. Per diem rate shall be the annual salary amount for the individual's contract year divided by 260 (less if the individual's contract is less than 260 days), all as identified in the individual employment contract. Per diem rates shall not include any form of supplemental employment. Nor shall per diem rate include any wage enhancement that is a one-time occurrence, has a predetermined expiration, or is subject to expiration or requires renewal.