

Kimberly School District

PERSONNEL 5334

Vacation Leave

12 month classified and administrative employees shall accrue annual vacation leave benefits according to the following schedule:

Years of Service with the District Days of Annual Vacation Leave:

0 to 6 3 months	No Vacation time accrued
6 3 months to 1 year	5 7.5 days (Accrued at .833 days per month)
2 years to 10 years	10 days (Accrued at .833 days per month)
10 years plus	15 days (Accrued at 1.25 days per month)

Vacation leave is intended to be used during the year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of two years' allocation.

Prior written approval by the administration must be given before vacation leave is taken.

Upon termination of employment unused vacation leave, up to thirty (30) days, will be paid at the employee's daily rate of pay.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs and a first come first considered basis.

Employees of less than six (~~6~~3) months duration will not accrue vacation benefits.

Policy History:

Adopted on: Nov. 21, 2003

Revised on: 02/20/2019