

Classified personnel eligible for paid vacation will be defined as any employee who: does not require certification through the State Department of Education for employment; who is considered to be a twelve (12) month employee; who has been on St. Maries Joint School District No. 41's payroll in a twelve (12) month position for a minimum of one (1) year (12 consecutive working months); works at least thirty-five (35) hours per week; and was on the District's payroll for the succeeding year.

Classified personnel considered twelve (12) month employees who have been employed by the District for one (1) year, in a twelve (12) month position, and who will be employed by the District for the succeeding year, will be eligible for two (2) weeks (10 working days) of non-accruing paid vacation. If a legal holiday occurs during the vacation period, the vacation period will extend to cover the holiday. All vacation requests must be arranged two (2) weeks in advance, and must be approved by the employee's immediate supervisor or, in case of the absence of the immediate supervisor, by the Superintendent. Vacation benefits are determined upon the date of hire.

Paid vacation allowances may be taken in less than two-week (ten (10) working days) units, upon approval of the immediate supervisor, or in case of the absence of the immediate supervisor, upon approval of the Superintendent.

During the first year of employment, an employee must work the full year to be eligible for any paid vacation. If employment is terminated for any reason prior to the end of the second year, the number of vacation days due will be prorated based on the number of full months worked after the anniversary hire date. For example, if at the time of termination, an employee had completed three (3) full months of work after the anniversary hire date, they would be entitled to 3/12 (25%) of their annual vacation benefits, (i.e. 3 months = .25 x = 2 ½ days). If an employee has expended more vacation time than the calculated prorated amount, the difference will be deducted from his or her final payroll check.

Classified personnel will earn paid vacation as provided below and the paid vacation must be taken according to the requirements of this Policy.

Classified personnel shall be entitled to paid vacation as provided below:

Years of Continuous Employment In a Twelve (12) Month Position	Vacation Allowance
1 through 9	10 days
10 or more	15 days

Classified personnel shall receive pay for Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and for those employees who work twelve (12) months, July 4th.

The Clerk and Business Manager shall be allowed twenty (20) working days vacation, at the discretion of the Board of Trustees.

School secretaries will be paid for work performed during portions of normal vacation periods, if directed to do so by their immediate supervisors.

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.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted:	04/14/1986
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