

Vacations and Annual Leave

This policy shall apply only to those employees whose employment contract is for 261 days. Each employee so covered by this policy shall be entitled to vacation as indicated in the table below and in accordance with the other provisions listed.

<u>No. of Years' Service (as of July 1)</u>	<u>Vacation Entitlement per calendar month</u>
0 - 5	1 day
6 - 10	1 ¼ days
11 - 15	1 ½ days
16 - 25	1 ¾ days
26 or more	2 days

Vacation entitlement is posted on an annual basis on July 1 of each year of the first day of employment with Pleasants County Schools. (NOTE: Employees who begin work after July 1 or discontinue their service before the end of the fiscal year will have their vacation entitlement pro-rated for the number of months remaining in the fiscal year.) The maximum number of vacation days which may be carried forward into a new fiscal year shall be thirty (30) days. Vacation accruals which exceed 30 days as of the last day of the fiscal year, shall automatically be converted to personal leave days and shall be added to the employee's personal leave accrual. Vacation must be taken in no less than half-day increments.

The number of years' service used for determining the amount of an employee's vacation entitlement for a given fiscal year shall be determined as of July 1 of the given fiscal year and shall be the same as the number of years' experience or of employment which is used for determining salary increments, except that there shall be no upper limit on those number years.

All vacation days must have prior approval by the employee's immediate supervisor and/or the superintendent. Vacation days shall be approved at such time(s) as will not materially affect the efficient operation of the system.

Vacation requests and approvals shall be filed with the appropriate central office department which shall maintain a current vacation status for each eligible employee.

ADOPTED: June 12, 2014