

GDD**Vacations for Classified Personnel Working on a 12-month Basis**

Regular classified personnel working on a 12-month basis are eligible to receive one week (equivalent to 40 hours) of paid vacation in the employees first year of employment, two weeks (equivalent to 80 hours) of paid vacation in the second year of employment, and three weeks (equivalent to 120 hours) of paid vacation in their third and all subsequent years of employment.

Vacation earned is not accumulative and must be used by said employee during the contract year, unless an exception is granted by the superintendent of schools.

Vacations shall be scheduled at the convenience of the district and as nearly as possible, at the convenience of the employee. Summer vacation schedules shall be arranged for all employees, and reviewed with the superintendent prior to May 1st.

All classified employees who resign or whose employment is terminated shall receive compensation for **unused** vacation to which the employee is entitled, **at the hour rate of the employee.**

For the first year, employees' vacation time will be pro-rated and earned at 8 hours of vacation for every 52 days of work completed.

Days Worked (= 8 hours)	Vacation Hours Earned	Total Vacation Days
52 days= (416 hours)	8	1
104 days= (832 hours)	16	2
156 days=(1248 hours)	24	3
208 days=(1664 hours)	32	4
260 days=(2080 hours)	40	5

For the second year, employees' vacation time will be pro-rated and earned at 8 hours of vacation for every 26 days of work completed.

Days Worked (= 8 hours)	Vacation Hours Earned	Total Vacation Days
26 days= (208 hours)	8	1
52 days= (416 hours)	16	2
78 days=(624 hours)	24	3
104 days=(832 hours)	32	4
130 days=(1040 hours)	40	5
156 days=(1248 hours)	48	6
182 days=(1456 hours)	56	7
208 days=(1664 hours)	64	8
234 days=(1872 hours)	72	9
260 days=(2080 hours)	80	10

For the third year and all subsequent years, employees' vacation time will be pro-rated and earned at 8 hours of vacation for every 17.33 days of work completed.

Days Worked (= 8 hours)	Vacation Hours Earned	Total Vacation Days
17.33 days	8	1
34.66 days	16	2
52.00 days=(416 hours)	24	3
69.33 days	32	4
86.66 days	40	5
104.00 days=(832 hours)	48	6
121.33 days	56	7
138.66 days	64	8
156.00 days=(1248 hours)	72	9
173.33 days	80	10
190.66 days	88	11
208.00 days=(1664 hours)	96	12
217.33 days	104	13
234.66 days	112	14
260.00 days=(2080 hours)	120	15

A full increment of days must be worked before an employee will gain one additional vacation day.

ADOPTED: December 1984
REVISED: October 1991
REVISED: January 13, 1999
REVISED: August 9, 2006