

Article 15 - Paid Vacation

15.1 Employees will earn vacation based on the vacation schedule in place upon their hire date, unless the current schedule is more beneficial to the employee. Any employees that are grandfathered under a present vacation schedule will maintain that earned benefit if they work 240 days or more per year.

Employees who work 240 to 249 days per work year shall accrue paid vacation in accordance with the following:

<u>Years of Service (in 240-249 day position)</u>	<u>Paid vacation days per year</u>
1 st through 5 th year	6 days (48 hours)
6 th through 10 th year	8 days (64 hours)
11 th year and thereafter	10 days (80 hours)

Employees who work 250 days or more per work year shall accrue paid vacation days in accordance with the following:

<u>Years of Service (in 250 day position)</u>	<u>Paid vacation days per year</u>
1 st through 5 th year	10 days (80 hours)
6 th through 10 th year	15 days (120 hours)
11 th year and thereafter	20 days (160 hours)

15.2 Vacation time shall be granted as outlined above and compensated at the employee's regular rate of pay. Upon successful completion of the probationary period, the vacation time that would have been accrued during the probationary period will be credited to the employee's record and vacation time will continue to accrue from that point forward, as outlined above. Accrued vacation time may be used any time after the completion of the probationary period, **and must be pre-approved by the supervisor on a schedule as approved by the ESD. Vacation requests shall be made at least two (2) days in advance.**

15.3 A maximum of ten (10) days of unused vacation time may be carried into the next fiscal year but must be used no later than December 31 of the new fiscal year.

15.4 Days eliminated from an employee's work schedule due to ESD financial conditions or due to cancellation for school days by component districts where the employee is assigned may not be taken as paid vacation.