

## **ARTICLE 17 LEAVES**

### **Section 10 – Vacation Leave of Non-instructional Personnel.**

A. Non-instructional staff members who are employed on a minimum 240-day contract, may accrue vacation leave, exclusive of holidays, with compensation as follows:

1. One (1) day per month cumulative to twelve (12) days per year for less than five (5) years of continuous service in the District.
2. One and one-quarter (1 1/4) days per month cumulative to fifteen (15) days per year for five (5) years or more of continuous service in the District.
3. One and one-half (1 1/2) days per month cumulative to eighteen (18) days per year for ten (10) years or more of continuous service in the District.

The term “continuous” as used in Subsection (1) herein means an employee who has rendered uninterrupted service to the School Board in a twelve (12) month position or job. Provided, however, individuals who previously rendered full-time continuous service in a ten (10) or eleven (11) month contractual position shall be considered as having continuous service when determining creditable service for vacation leave.

B. Vacation leave shall accrue at the close of each month and shall not exceed thirty (30) working days as of ~~November 1<sup>st</sup>~~ **January 3** of each year; any days in excess of the thirty (30) days shall be forfeited as of ~~November 1<sup>st</sup>~~ **January 3** of each year.

C. Vacation leave may be granted upon the written application of the employee and with the prior approval of the employee’s immediate administrative supervisor. Vacation leave shall be scheduled for minimum disruption of the school program.