

**Series 3000 Personnel**

**Section 3300 Service Personnel**

**Policy 3304 Vacation**

3304.1 ENTITLEMENT

3304.1.1 All full time service employees of the HCBE who are employed for 250 or 261 days of employment shall be entitled to paid vacation in accordance with this policy. Service employees who are employed with 261 day contracts for a full employment term are entitled to eighteen (18) days of paid vacation. Service employees who are employed with 250 day contracts for a full employment term are entitled to ten (10) days of paid vacation. Service employees who are awarded a position with a 261 or 250 day contract for a period of time which is less than a full employment term shall receive a prorated number of vacation days based on the number of days remaining in the employment term as of the first day of work in the new assignment.

3304.2 ACCRUAL

3304.2.1 All 261 day service employees shall earn vacation at a rate of 1-1/2 days per calendar month. All 250 day service employees shall earn vacation at a rate of 1 day per month for ten (10) months beginning September 1 of the fiscal year. Vacation days shall accrue at the completion of the calendar month worked and can be taken prior to being earned.

3304.3 CARRY OVER

3304.3.1 Each employee may carry over six (6) vacation days. The superintendent may grant more than six (6) days to be carried over from one fiscal year to the next.

3304.4 PROCEDURES

3304.4.1 All requests for vacation must be approved in advance by the immediate supervisor or designee. All requests for vacation must also be called in to the automated call out system in advance of the vacation day(s) in accordance with the procedures in effect for the call out system. Vacation requests will be subject to the discretion of the immediate supervisor or designee and will generally be approved when the vacation will not unduly interfere with the employee's normal duties and the operations of the school system as determined by the immediate supervisor or designee.

3304.5 RETIREMENT, RESIGNATION OR TRANSFER

3304.5.1 If a 261 or 250 day service employee resigns or transfers to a position which does not carry an employment term that would qualify for vacation. The service employee shall be allowed to use or convert any unused days to personal days prior to the effective date of his/her retirement, resignation, or transfer. Upon retirement, an employee's unused vacation days shall be automatically converted to personal days.

Approved by Harrison County Board of Education

Effective Date: 11-16-04