

Series 3000 Personnel

Section 3200 Professional Personnel

Policy 3204 Vacation

3204.1 ENTITLEMENT

3204.1.1 All full time professional 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. Professional employees who are employed with 261-day contracts for a full employment term are entitled to eighteen (18) days of paid vacation per fiscal year. 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.

3204.2 ACCRUAL

3420.2.1 All 261-day employee's vacation shall be earned at a rate of 1-1/2 days per calendar month. All 250 day professional 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.

3204.3 CARRY OVER

3204.3.1 Each employee may carry over a maximum of six (6) vacation days. The Superintendent may grant more than six (6) vacation days to be carried over from one fiscal year to the next.

3204.3.2 The Superintendent may also carry over more than six (6) vacation days from one fiscal year to the next.

3204.4 PROCEDURES

3204.4.1 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 at 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.

3204.5 RETIREMENT, RESIGNATION AND TRANSFER

3204.5.1 If a 261 or 250 day professional employee resigns or transfers to a position which does not carry an employment term that would qualify for vacation, the employee shall immediately forfeit all accumulated, but unused vacation days. However, to the extent possible the employee shall be allowed to use any unused days prior to the effective date of her/his 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

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