VACATION LEAVE 7100.000

Full-time employees, which exclude part-time, temporary, seasonal, intermittent and emergency employees, as long as they remain in a paid status, shall be granted vacation leave with pay, after the first six months of employment to accumulate in the following amounts. (Revised 7/6/21):

I. **DETERMINATION OF BENEFITS**

A. Full-time Employees - The amount of vacation depends upon the length of service from the date of employment as follows: (Adopted 11/2/98)

~~First 12-months of service:~~
~~6 month Probation completed successfully – 1 week paid leave (40 hours) or (37.5 hours)~~
~~7 month – 12 month vacation accumulates monthly – 6.66/month or 6.25/month (Revised 7/6/21)~~

Update

Employees do not have vacation available during the initial 6 months of employment. Upon successful completion of the 6 month probationary period, employees will have vacation added to their accrual bank as follows: 40-hour employee, 40 hours; 37.5-hour employees, 37.5 hours; 32-hour employee, 32 hours. After the 6 month probationary period, employees will begin accruing vacation at their designated monthly accrual rate.

~~Yrs.of Continuance of Service~~	~~Vac. Earned Annually~~	~~Hrs. per Pay Period (40 hrs)~~	~~Hrs. per Pay Period (37.5 hrs)~~	~~Max w'prior year Days Accumulation~~
~~1 year - 5 years~~	~~10 working days~~	~~6.66~~	~~6.25~~	~~15~~
~~6 years~~	~~11 working days~~	~~7.34~~	~~6.88~~	~~16~~
~~7 years~~	~~12 working days~~	~~8.00~~	~~7.50~~	~~17~~
~~8 years~~	~~13 working days~~	~~8.66~~	~~8.13~~	~~18~~
~~9 years~~	~~14 working days~~	~~9.34~~	~~8.75~~	~~19~~
~~10 years & Over~~	~~15 working days~~	~~10.00~~	~~9.38~~	~~20~~

~~(Revised 7/6/21)~~

Update

Years of service	Vacation earned annually	Hours accrued per pay period (40 hour work week)	Hours accrued per pay period (37.5 hour work week)	Hours accrued per pay period (32 hour work week)	Max days accumulation
1 year – 5 years	10 working days	6.66	6.25	5.33	15
6 years	11 working days	7.34	6.88	5.87	16
7 years	12 working days	8	7.5	6.4	17
8 years	13 working days	8.66	8.13	6.93	18
9 years	14 working days	9.34	8.75	7.47	19
10 years & over	15 working days	10	9.38	8	20

B. ~~Those employees working less than 37.5 hours, but more than 32 hours would earn leave according to 1 hour for every 26 hours worked. (Adopted 11/2/98)~~