

260-Day Non-Represented Employee Vacation Eligibility and Accrual Rates

I. Vacation Eligibility and Accrual Rate

- (1) Administrative employees in grades D, E, F, and salary plan A01 (working 260-day), as designated by the district, shall receive an annual vacation with pay of 22 days accrued at a rate of 14.7 hours a month.
- (2) Administrative employees in grades A, Band, as designated by the district, shall receive an annual vacation with pay as specified below.

New Vacation Allocations

Beginning January 1, 2008, affected employees started to accrue vacation according to the vacation allocation below, which is based on years of service as of that date. From there, monthly accrual rates automatically adjust on the anniversary of an employee's hire date into a benefits eligible position.

Vacation Accruals as of January 1, 2008		
Years of service completed	Days of Vacation	Rate of accrual per month
Less than 1 year	10 days	6.7 hours
1 year to less than 5 years	15 days	10 hours
5 years to less than 6 years	20 days	13.4 hours
6 years to less than 7 years	21 days	14 hours
7 years and greater	22 days	14.7 hours

II. Vacation Scheduling

- (1) It is recommended that a vacation plan for all 12-month administrative personnel be developed cooperatively with employees and their supervisors annually.
- (2) On July 31st, the number of days carried over shall not exceed two years' accrual allowance. Any overage will be lost.

III. Exceptions

- (1) There will be no exceptions.