

Cascade School District No. 422

PERSONNEL

5450

Vacation Leave

All regular employed monthly salaried persons will accumulate annual vacation leave at a rate of 5/6 days per month of full time employment. This provision on applies to those persons whose assignments are to a twelve (12) month position. After 10 years of employment with the Cascade School district, employees shall accumulate vacation leave at a rate of 1.25 days per month.

Vacation leave is intended to be used during that year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of thirty (30) days.

Leave credits may not be advanced nor may leave be taken retroactively.

Prior approval by the administration must be given before vacation leave is taken.

Upon termination of employment, unused vacation leave (up to thirty (30) days) will be paid at the employee's daily rate of pay.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

Employees of less than six (6) months duration will not accrue vacation benefits.

Policy History:

Adopted on: 7/15/09

Revised on: