

## **SUPPORT STAFF VACATIONS AND HOLIDAYS**

### **Vacations:**

Permanent full-time & temporary full time (prorated to length of employment) employees shall be granted 12 days vacation with pay for their first three years of employment. Permanent full-time employees shall be granted 15 days vacation per year beginning with their fourth year of employment. Permanent full-time employees may accumulate vacation to a maximum carryover of 30 days. All vacation days must be approved in advance by the employee's supervisor. Only employees categorized as permanent & *temporary* full-time are eligible to earn vacation days.

Accrued Vacation Leave: Any employee that is categorized as permanent full-time & temporary part-time and is resigning or terminating employment from Wall School District 51-5 will be paid for any accumulated vacation days. Employees who are released or leave before the completion of their contract will be credited with only that portion of their vacation leave determined by the fractional portion of completed service.

Reimbursement will be determined by the following formula:

Accrued vacation hours times the hourly wage of a classified district substitute divided by two.

Payment will be made from payroll.

Surplus Accrued Vacation Leave: Any employee that is categorized as permanent full-time, permanent part-time, special part-time or temporary part-time who have been employed by the Wall School District 51-5 for a minimum of ten (10) years will be paid for any vacation leave days that have been accumulated above the maximum (See above).

Reimbursement will be determined by the following formula:

Surplus accrued vacation leave hours times the hourly wage of a classified district substitute divided by two. Payment will be made at the June pay period of the contract year in which the surplus is accrued.

### **Holidays:**

Permanent full-time & temporary full-time employees shall be granted paid leave for the following holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Independence Day and President's Day (only when school is not in session).

Board Approval Updates: 3-12-19