

Employee Policy #337 Vacation

Purpose:

The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken. Employees shall be provided vacation in accordance with the following guidelines.

Guidelines:

Vacation time will be granted to all twelve-month employees as follows:

- The vacation year is July 1 – June 30 of the following year.
- Positions will be credited with vacation days according to the following:
 1. In the first year, one (1) day of vacation will be earned for each one (1) full month of regular consecutive full time employment up to ten (10) working days. Vacation will be credited as of June 30.
 2. After five (5) years of regular consecutive full-time employment: fifteen (15) working days of vacation will be credited June 30.
 3. After eight (8) years regular consecutive full-time employment: Twenty (20) working day's vacation will be credited June 30.
- Vacation scheduling and accountability is to the CEO.
- Eligible employees must schedule vacations by application to the CEO in advance of the desired start date.
- Major consideration for scheduling vacations should be during the period between the close of school in June and August 15. Special consideration will be given to meeting emergency situations. However, vacation schedules must recognize the operating needs of the Charter School and are subject to final approval by the CEO.
- Vacations should normally be scheduled at times when they will not interfere with the normal operation of the school.
- Vacation can be used in full or one-half day increment with 11:30 A.M. being mid-day.
- Vacation earned by June 30, must be used between July 1, and September 1, of the following year (14 months).
 1. One week or less – May be taken any time.
 2. Two weeks – One week must be taken in the summer.
 3. Three weeks or more – Two weeks must be taken in the summer.
- An employee who anticipates termination of employment in the charter school may take accrued vacation prior to their termination date with proper approval as needed.
- Payment to a deceased employee's estate, retirees or terminating employees will be made within two weeks of written notice to the Charter School.
- Employees who work less than 240 days do not receive vacations.

Delegation of Responsibility:

The CEO shall administer the Vacation Policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.