

PERSONNEL POLICIES

8-2 VACATION LEAVE

8-2.1 Employees with fewer than five years of continuous employment shall earn ten (10) working days vacation annually at a proportionate rate per pay period. Accumulated vacation leave accrued after November 30, 2020 03 may not exceed thirty (30) days ~~twenty (20) days~~.

8-2.2 Employees with more than five years and fewer than ten years of continuous employment shall earn fifteen (15) working days vacation annually at a proportionate rate per pay period. Accumulated vacation leave accrued after November 30, 2020 03, may not exceed forty (40) days ~~thirty days~~.

8-2.3 Employees with more than ten (10) years and fewer than fifteen (15) years of continuous employment shall earn twenty (20) working days vacation annually at a proportionate rate per pay period. Accumulated vacation leave accrued after November 30, 2020 03, may not exceed fifty (50) days ~~forty (40) days~~.

8-2.4 Employees with more than fifteen (15) and fewer than twenty (20) years of continuous employment shall earn twenty-one (21) days vacation annually at a proportionate rate per pay period. Accumulated vacation leave accrued after November 30, 2020 03, may not exceed fifty-two (52) days ~~forty two (42) days~~.

8-2.5 Employees with more than twenty (20) and fewer than twenty-five (25) years of continuous employment shall earn twenty-two (22) days vacation annually at a proportionate rate per pay period. Accumulated vacation leave accrued after November 30, 2020 03, may not exceed fifty-four (54) days ~~forty four (44) days~~.

8-2.6 Employees with more than twenty-five (25) years of continuous employment shall earn twenty-five (25) days vacation at a proportionate rate per pay period. Accumulated vacation leave accrued after November 30, 2020 03, may not exceed sixty (60) days ~~fifty (50) days~~.

8-2.7 Vacation leave with full pay shall be taken on a scheduled basis and, subject to exigent circumstances, may be taken at any time with the approval of the Chief Executive Officer or designee.

8-2.8 Part-time employees shall earn vacation leave prorated based on a forty (40) hour work week, in proportion to the number of hours worked, i.e., employees working twenty (20) hours a week, based on a forty-hour-a-week schedule, will be entitled to fifty percent (50%) of the vacation benefits. Accumulated vacation leave accrued after November 30, 2020 03, may not exceed two times the annual rate of accrual.

8-2.9 Vacation leave days shall be expressed in terms of working hours on bi-weekly paychecks.