

Vallivue School District #139

1. Full-time, twelve-month employees (240 or more days a year) are entitled to ten (10) working days' vacation with pay per year.
2. Except in cases of emergency and upon board approval, employees may not be employed by the district for extra wages during vacation periods.
3. It is encouraged that vacation time be used in the year it was allotted. However, vacation time from one year may be carried into subsequent years if such fits the work schedule of the district, with a maximum accumulation of 30 days in any one year.
4. The procedure for vacation calculation will be as follows:
 - a. Vacation days accumulate at the rate of 5/6 day (.83) per month. The full contract period number of vacation days for the upcoming year will be noted on the paycheck at the beginning of the contract year.
 - b. New employees who qualify for vacation time beginning less than a full 12-month contract will have vacation leave pro rated, to be noted on the first paycheck.
 - c. All vacation is subject to district approval in advance as directed by the superintendent. In the case of the superintendent, vacation time is to be approved in advance by the Board of Trustees.
 - d. Employees leaving before the contract end date are entitled to:
 - i. Take the accumulated but unused vacation days at 5/6 per month worked before leaving, or
 - ii. Take the same as pay on the final check. This decision is made in conjunction with the appropriate district supervisor with the district desire as final.



LEGAL REFERENCE: Idaho Code Section 33-1216

**ADOPTED: 12/17/73 (replaces existing policy 408.5 – used existing wording)
AMENDED: 10/21/81, 10/16/89, 6/13/95, 2/10/98, 2/13/01, 1/13/04, 4/13/04, 1/9/07**