

EMPLOYEES - Series 400

414 Support Employee - Vacation/Leave of Absence

414.1 Vacations

Year round employees who have successfully completed a probationary period by July 1 shall be entitled to 10 days vacation with pay plus one additional day for every year of service after the first five years, cumulative to a five-day maximum. Extra vacation days are to be scheduled between the superintendent and employee at a mutually agreeable time.

New Employees -

For the purpose of figuring vacation days, employees will be entitled to 3 days vacation following the probation period and will then accrue one day for each month worked up to seven additional days. Unused vacation time does not accrue for more than two years.

The superintendent of schools shall establish a vacation schedule for all support employees of the district. Two weeks notice should be given when requesting vacation leave. Exceptions may be approved on a case by case basis.

Adoption Date: June 23, 1986

Review Date: March 13, 2008

Revision Date: April 12, 2005

Legal Reference: Iowa Code Sections 4.1(22); 20.9; 31.1 through 31.9; 33.1 and 33.2