

## **GCRH Vacations**

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Full-time classified employees may be granted a paid vacation each year.

An employee must be contracted to work a 12 month contract and an eight (8) hour day, forty (40) hour week to earn vacation.

Employees who are contracted for less than twelve (12) months are not eligible for paid vacations. This includes employees who complete combination positions such as secretary, aide, summer work, part time custodian, bus driver and other.

To take vacation, employees shall request advance approval from both the immediate supervisor and the superintendent. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. An employee is not eligible for vacation days until they have completed 6 months of work.

Unused vacation days may not accumulate to more than **20 days** at the conclusion of the contract year. At the conclusion of employment with the district, an employee may be paid for accumulated vacation that is unused at the conclusion of the year. The payment will be the employee's current rate of pay. In the event that the separation occurs in the middle of a contract year, the final year of vacation allotment will be prorated to the length of the contract completed prior to separation.

Approved: 1/9/20

KASB Recommendation – 2/98; 4/07