

POLICY—400.23—VACATION LEAVE		
	<i>DISTRICT CODE:</i> 400.23	<i>ADOPTED:</i> 1.17.2017
	<i>RESCINDS:</i> GCD	<i>ADOPTED:</i> 7.1.14
BOARD POLICY		
<ol style="list-style-type: none"> 1. The Board recognizes the need for all 242/245 day benefit eligible employees to have a vacation from their regular assigned positions. 2. The Board authorizes the adoption of Policy—400.23—Vacation Leave and delegates to the Superintendent and District Administration the responsibility for establishing administrative regulations consistent with this policy, subject to review and approval by the Board. 		
	<i>ADMIN-REG:</i> 400.23-1:	<i>APPROVED:</i> 1.17.17
ADMINISTRATIVE REGULATION—400.23-1:		
<p>All benefit eligible 242/245 employees are eligible to participate in the vacation leave program.</p> <ol style="list-style-type: none"> 1. Vacation allowances will be determined from July 1 to June 30 of each contract year. 2. Benefit eligible 242/245 employees will be allocated vacation leave days on July 1 of each year, based upon continuous 242/245 benefit eligible service, according to the following schedule: <ol style="list-style-type: none"> 2.1. Educational Support Professionals: <ol style="list-style-type: none"> 2.1.1. 0-5 benefit eligible 242/245 service years employees receive 10 days per year (approximately .0409 leave is earned per contract day). 2.1.2. 6-9 benefit eligible 242/245 service years employees receive 15 days per year (approximately .0613 leave is earned per contract day). 2.1.3. 10-14 benefit eligible 242/245 service years employees receive 18 days per year (approximately .0734 leave is earned per contract day). 2.1.4. 15+ benefit eligible 242/245 service years employees receive 20 days per year (approximately .0817 leave is earned per contract day). 2.2. Licensed: <ol style="list-style-type: none"> 2.2.1. benefit eligible 242 service years employees receive 20 days per year (approximately .0817 leave is earned per contract day). 2.3. Administrators: <ol style="list-style-type: none"> 2.3.1. benefit eligible 242 service years employees receive 20 days per year (approximately .0817 leave is earned per contract day). 		

- 2.4. Vacation allowances will be prorated according to the number of days remaining in the contract year for new employees hired after July 1.

$$\begin{aligned} & ((\text{days remaining in contract} / \text{days in contract year}) * \text{possible vacation days,} \\ & \text{then rounded up to .5 increment}) \\ & \text{i.e., } (117 / 242) * 10 = 4.834 \text{ (5 days)} \end{aligned}$$

3. Vacation leave must not be used in increments less than thirty (30) minutes.
4. Generally, vacation leave is to be scheduled during off-peak work seasons.
5. Employees must submit written vacation leave requests, with reasonable advance notice, to their supervisor for approval.
6. Vacation is intended to be used during the contract year awarded.
7. Vacation leave is capped at thirty (30) days.
 - 7.1. Vacation leave lost due to exceeding the cap may still be used through July 31 with supervisor approval. These days are documented by the supervisor and not recorded in the District's electronic absentee system.
8. If an employee resigns or is terminated before completing the contract year the employee will be compensated at their daily rate for all earned vacation leave not taken.

$$\begin{aligned} & (((\text{days worked} / \text{days in contract year}) * \text{possible vacation days,} \\ & \text{then rounded up to .5 increment}) - \text{vacation days used}) * \text{daily rate} \\ & \text{i.e. } (((199 / 242) * 20) - 3 = 13.5) * 99.84 \text{ The employee will be paid } \$1,347.84. \end{aligned}$$

9. If an employee resigns or is terminated before completing the contract year the employee will reimburse the District at their daily rate for all unearned vacation leave taken.

$$\begin{aligned} & (((\text{days worked} / \text{days in contract year}) * \text{possible vacation days,} \\ & \text{then rounded up to .5 increment}) - \text{vacation days used}) * \text{daily rate} \\ & \text{i.e. } (((60 / 242) * 20) - 6 = -1) * 99.84 \text{ The employee reimburses the District } \$99.84. \end{aligned}$$

EXHIBITS

None

REFERENCES

None

FORMS

None

CANYONS BOARD OF EDUCATION



**CANYONS SCHOOL DISTRICT
POLICY MANUAL**

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.