

Accumulation of Vacation Leave

Current Vacation Calendar

a. Full-time employees shall earn vacation leave at the following rates:

Pay Grades 2 - 6

0 - 5 years	1 working day per month (12 days per year)
6 - 15 years	1 1/4 working days per month (15 days per year)
Over 15 years	1 1/2 working days per month (18 days per year)

Pay Grade 7 - 12

0 - 5 years	1 1/2 working days per month (18 days per year)
6 - 15 years	1 3/4 working days (21 days per year)
Over 15 years	2 working days per month (24 days per year)

b. Part-time employees shall earn pro-rated vacation leave at the following rates:

Pay Grades 2 - 6

0 - 5 years	3/4 working day per month (9 days per year)
6 - 15 years	1 working day per month (12 days per year)
Over 15 years	1 1/4 working days per month (15 days per year)

Pay Grade 7 - 12

0 - 5 years	1 1/4 working days per month (15 days per year)
6 - 15 years	1 1/2 working days per month (18 days per year)
Over 15 years	1 3/4 working days per month (21 days per year)

These rates apply to employees hired after May of 2000. Employees hired before May 2000 transferring from full-time to part-time employment or from part-time to full-time employment will earn vacation at the current vacation calendar rates. The number of years of service accrued will remain the same. Employees hired to a new position will earn vacation at the current vacation calendar rates. The number of years of service accrued will remain the same.

Vacation leave is accrued based on the number of hours worked. Employees shall be entitled to use vacation leave as it accrues. Vacation leave does not accrue while an employee is on an unpaid leave of absence.

At the end of the leave year or for an employee's final paycheck, vacation earned based on actual regularly budgeted hours paid will be calculated and adjusted or compensated appropriately. Substitute hours do not include paid leave benefits.