

EUREKA COUNTY SCHOOL DISTRICT

ANNUAL LEAVE (VACATION) FOR CLASSIFIED EMPLOYEES

The District believes that the regular attendance of employees is vital to the success of the District’s educational program. Accordingly, employees are expected to report to work every day. However, the District does recognize that certain absences may be unavoidable. Therefore, full-time, year-round classified employees not covered by collective bargaining agreements are eligible for Annual Leave.

**I. DEFINITION**

Annual leave is paid leave that is granted to each eligible regular classified employee. It is provided to allow vacation time and to take care of activities impossible to schedule on non-duty days.

**II. ELIGIBILITY**

The provision for annual leave shall apply to each regular classified employee, whether assigned on a nine (9) month, ten (10) month, or twelve (12) month basis, who has completed six (6) months service with the District.

**III. METHOD OF COMPUTING ANNUAL LEAVE**

- A. Classified employees shall earn .0385 hours per hour worked, eighty (80) hours annual leave during the first five (5) years of service, prorated on a bi-weekly basis. Starting with the sixth (6<sup>th</sup>) year of service up to the tenth (10<sup>th</sup>) year of service, employees shall earn .0577 hours per hour worked; one hundred twenty (120) hours annual leave. From the eleventh (11<sup>th</sup>) year of service up to the fifteenth (15<sup>th</sup>) year of service, employees shall earn .0769 hours per hour worked; one hundred sixty (160) hours of annual leave. From the sixteenth (16<sup>th</sup>) year of service up to the twenty-fifth (25<sup>th</sup>) year of service, employees shall earn .0885 hours per hour worked; one hundred eighty-four (184) hours of annual leave. From the twenty-sixth (26<sup>th</sup>) year of service and beyond, employees shall

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earn .1154 hours per hour worked; two hundred forty (240) hours of annual leave, prorated on a bi-weekly basis.

B.

Regular employees on a nine (9) month or twelve (12) month assignment shall start earning vacation at 80 hours per year, pro-rated on a bi-weekly basis after their sixth (6<sup>th</sup>) calendar month of service. Months not assigned shall be counted in determining the six (6) calendar months of service, but vacation credit shall not be earned for months not assigned. Employees who have satisfactorily worked for the District in the past and who have been rehired by the District will not have the six months waiting period to begin accruing vacation time.

C. Part-time employees working twenty (20) hours or more per week shall earn vacation on a proportional basis to full-time employees.

**IV. RESTRICTIONS ON TIME FOR USE OF ANNUAL LEAVE**

Annual leave shall be taken at time approved by the employee's immediate supervisor.

**V. ACCUMULATION OF ANNUAL LEAVE**

As of July 1, of each year, all classified employees shall not be entitled to carry over more than 240 hours of vacation leave credit.

Due to extenuating circumstances and with the approval of their administrator, employees covered by this policy may request a sixty (60) calendar day extension if the employee is unable to take the leave prior to July 1 of each calendar year.

**VI. DISPOSITION OF ACCUMULATED ANNUAL LEAVE AT TERMINATION OF SERVICE**

At termination of service, an employee shall be compensated for all accrued annual leave not used at the daily rate.

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