

Corvallis School District

PERSONNEL

5334P

Vacations

All classified employees, except those in a temporary status, serving more than six months are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits may not be advanced nor may leave be taken retroactively. A seasonal employee's accrued vacation leave credits may not be carried over to the next season. Vacation leave will be paid out as a lump-sum payment to the employee when the season ends (generally in June).

Twelve (12) month employees earn vacation leave according to the following schedule:

RATE EARNED SCHEDULE

<u>Years of Employment</u>	<u>Working Days Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 or more years	24

Seasonal employees earn vacation leave on a prorated basis.

In accordance with § 2-18-601, MCA, time as an elected state, county or city official, as a school teacher or as an independent contractor, does not count toward the rate earned. For purposes of this paragraph, an employee of the District or the university system is eligible to have school District or university employment time count toward the rate earned schedule if that employee was eligible for annual leave pursuant to § 2-18-601, MCA, in the position held with the school District or university system.

Maximum Accrual of Vacation Leave

In accordance with § 2-18-617(1), MCA, all full-time and part-time employees serving in permanent and seasonal positions may accumulate two times the total number of annual leave credits they are eligible to earn per year, according to the rate earned schedule.

Lump-Sum Payment Upon Termination

A District employee who terminates his or her employment for reasons not reflecting discredit on him- or herself shall be entitled upon the date of such termination to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying periods set forth in § 2-18-611, MCA. The District shall not pay accumulated leave to employees who have not worked the qualifying period.

Procedure History:

Adopted on: 12-8-98

Effective date: 1-1-99

Revised on: