

All Full-time non-certificated-employees of Cassia County Joint School District No. 151 who are assigned to a twelve month work schedule are entitled to annual paid vacation.

Guidelines are outlined as follows:

- 1- Full time employee is defined as an employee who normally works 20 or more hours per work week.
- 2- Vacation days are allocated on a fiscal year July 1<sup>st</sup> through June 30<sup>th</sup> annually.
- 3- New employees with less than 12 months of full time employment will receive a pro-rated allocation based upon the number of months & days worked up to the beginning of the new fiscal year (July 1<sup>st</sup>).

Example of the pro-rated vacation allocation for an employee hired after July 1<sup>st</sup> - New employee hired Nov 15<sup>th</sup> will earn 6.25 days (10 days divided by 12 months = .833 of a day for each month worked). In this example, there are seven and one-half (7 1/2) months, November 15<sup>th</sup> through June 30<sup>th</sup> times .833 equals 6.25 days of earned vacation which will be allocated on July 1<sup>st</sup> following the actual hire date.

- 4- On July 1<sup>st</sup>, after the first full year of employment, full time employees will receive two (2) weeks (10 days) of vacation with pay.
- 5- Three (3) weeks (15 days) of vacation with pay will be allocated after the seventh full year of continuous full time employment.
- 6- Each employee shall schedule his/her vacation time in advance; which has been approved by the proper supervisory personnel of the department or building(s) to which he/she is assigned.
- 7- Vacation may be used in 1/2 or full day increments only.
- 8- Vacation time may not accrue from one year to the next.
- 9- Upon separation from employment with the district, earned vacation pay may be allowed to the extent of the employee's accrued and unused vacation days.



**LEGAL REFERENCE:**

Idaho Code Section 33-1216

**ADOPTED:** May 8, 2000

**AMENDED:** August 13, 2001

**AMENDED:** September 24, 2013