

**PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL SUPPORT 6410**  
**PERSONNEL VACATIONS**

1. Educational support personnel may make application for vacations by:
  - 1) Requesting vacation through the process outlined by the Human Resource Department.
  - 2) Completing the request ten (10) working days prior to requested vacation time and submitting the request to the immediate supervisor.
2. Approval of application for vacation shall be made in the following manner.
  - 1) The supervisor will approve/deny the request.
  - 2) Record of the request and approval/denial will be accessible according to the process outlined by the Human Resource Department.
3. Vacation

Vacation for a full-time twelve (12) month employee, with an effective start date prior to July 1, 2007, with a 260 paid day work year, will accrue paid vacation days in accordance with the following schedule:

<b>Number of Years of Educational Support Personnel Experience in the District</b>	<b>Number of Days of Vacation per Year</b>
1st year through 4th year	10 days
5th year through 9th year	15 days
10th year and beyond	20 days

Vacation for a full-time twelve (12) month employee, with an effective start date after June 30, 2007, with a 239 paid day work year, will accrue paid vacation days in accordance with the following schedule:

<b>Number of Years of Educational Support Personnel Experience in the District</b>	<b>Number of Days of Vacation per Year</b>
1st year through 4th year	5 days
5th year and beyond	10 days

Adopted: November 19, 1974

Revised: September 25, 2000, July 13, 2009, April 26, 2010