

**BOARD POLICY: EDUCATIONAL SUPPORT PERSONNEL VACATIONS**

**6410**

**Section A**

Full time 12-month educational support personnel are eligible for paid vacation days.

**Section B – Vacation – 12 Month 260 Day**

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:

1. An employee who has worked 48 months or less is eligible to accrue 0.84 days vacation per month worked. An employee who has worked 49 months to 108 months will accrue vacation at the rate of 1.25 days per month worked. An employee who has worked more than 109 months will accrue vacation on the basis of 1.67 days per month worked.
2. An employee may carry over from one fiscal year 15 days of accumulated vacation time. The carryover date is August 1. Accumulated vacation days in excess of 15 days will be added to the employee's accumulated sick leave subject to the provisions of Board Policy Educational Support Personnel Sick Leave (6330).

**Section C – Vacation – 12 Month 239 Day**

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:

1. An employee who has worked 48 months or less is eligible to accrue 0.42 days vacation per month worked. An employee who has worked more than 49 months will accrue vacation on the basis of 0.84 days per month worked.
2. An employee may carry over from one fiscal year 10 days of accumulated vacation time. The carryover date is August 1. Accumulated vacation days in excess of 10 days, at the end of any fiscal year, will be added to the employee's accumulated sick leave subject to the provisions of Board policy Educational Support Personnel Sick Leave (6330).

**Section D**

Educational support personnel may use their accrued vacation at any time during the year provided approval is secured from their immediate supervisor.

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