Twelve-month employees, who shall be defined for purposes of this policy as full-time employees who work 240 days or more, shall be eligible for vacation each year with pay. Employees shall earn vacation days based on the number of days employed and the years of service with the District. Vacation days shall begin to accrue from the first day of employment.

Twelve-month employees with fewer than ten years of service in the District shall earn vacation days at the rate of 0.834 days of vacation for each month of employment within the period between July 1 and June 30.

Twelve-month employees with more than ten years of consecutive service in the District shall earn vacation days at the rate of 1.25 days of vacation for each month of employment within the period between July 1 and June 30.

Employees may accrue up to a maximum of 25 vacation days. Any vacation days accrued over 25 not taken within the month accrued shall be lost.

Those employed after July 1 of a school year shall earn a prorated share of vacation time based on the above formula. In addition, employees hired for 12-month manual trade positions before September 1, 1991, who currently earn 20 vacation days a year shall continue to earn 20 vacation days a year.

To receive credit for a month in calculating the number of vacation days earned, the staff member must be employed prior to the 15th of the month.

Vacation use shall be subject to approval of the immediate supervisor. Vacation requests for three or more consecutive days shall be turned in to the employee's immediate supervisor a minimum of two weeks in advance. Vacation requests for one or two days shall be turned in to the employee's immediate supervisor a minimum of two days in advance.

Employees shall be encouraged to make vacation plans as far in advance as possible and to turn in vacation requests early. All vacation requests shall be considered on a first-come, first-served basis.

The District reserves certain dates when no vacation requests shall be granted, and employees shall be asked to observe those days when scheduling their vacations. These dates shall vary with the school calendar and shall include the week prior to the start of school and the last week of school ending with the high school graduation. Other dates may be reserved for major projects.

Earned vacation time shall be paid to staff who voluntarily separate from employment after the date of adoption of this provision.