

## Support Staff Vacation Policy #4245

Full time Support Staff employed on a twelve (12) month contract, shall receive vacation days.

A full time 12 month employee is defined as personnel that work 230 days or more and at least 7 1/2 hours per day. The number of vacation days to be received will be calculated as follows:

2– 5 years of completed full-time service	2 days per year
6 - 10 years of completed full-time service	5 days per year
11 - 15 years of completed full-time service	7 days per year
16 or more years of completed full-time service	10 days per year

Example: Someone hired on July 1, 2007 would become eligible for two days of vacation on July 1, 2009. Someone hired July 2, 2007, or after, would become eligible for two days of vacation on July 1, 2010.

Vacation leave must be approved 10 work days in advance by the immediate supervisor. Leave may be granted or denied consistent with the operational needs of the District, as determined by the immediate supervisor.

Fayetteville School District urges all eligible employees to take their allotted vacation time during the year it is earned. However, the nature of some positions may make this difficult to accomplish. Unused vacation days may be carried over to the next year at a maximum of ten (10) days. All employees who terminate service from the district shall be compensated up to 10 days of unused vacation time at their daily rate of pay at the time of termination (the number of days to be compensated will be prorated if termination occurs prior to the end of the contract).

This leave must be exhausted prior to being granted days from the sick leave bank.

Adopted: 6.28.07  
 Revised: 6.24.10      Effective: 7.1.10