

10.1 Vacation requests shall be made at least two (2) working days prior to the requested date of absence except in cases of emergencies. The two (2) day period may be waived by the employee's supervisor/designee. Permission shall be granted unless such request interferes with school operations. In such cases, permission shall be granted for vacation at another time that will not interfere with school operations.

10.2 Vacations

Contract year runs from 1 July through 30 June. Employees accrue vacation as of their anniversary date (date of hire).

Support Staff employed for eleven (11) or more months will receive vacation with pay as follows:

After the successful completion of 1 year	5 days vacation
After the successful completion of 2-7 years	10 days vacation per year
After the successful completion of 8-15 years	15 days vacation per year
After the successful completion of 16-20 years	20 days vacation per year
After the successful completion of 21 or more years	25 days vacation per year

- A. Those support staff members employed for less than 11 months of the work year are not entitled to a paid vacation.
- B. All vacations will be taken through arrangements with the Superintendent of Schools or his designated representative.
- C. A Support Staff Employee may accrue up to two (2) years of vacation leave. Any vacation accrued above that amount shall be paid out to the employee in the second full pay period after additional vacation is posted to the employees leave balance (anniversary date of hire).
- D. A Support Staff Employee may be compensated at their current daily rate at the time of their separation from employment, for the amount of unused vacation leave accrued during the two years prior to their separation.
- E. In the event of the death of a Support Staff employee eligible for vacation, any unused portion of vacation shall be paid to a family member previously designated by said employee.

## ARTICLE XI — PRESCRIBED HOLIDAYS

11.1 Vacation for Other Holidays are as Follows:

- A. The following holidays have been established holidays for all employees: