

DeForest Area School District  
Administrative Regulation

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|--|----------------------------|
| <b>TITLE:</b><br><br><p style="text-align: center;"><b>VACATION</b></p>                                    | <b>NUMBER: AR 3.3a(1c)</b> |
| <i>Executive Limitation: EL 3, Treatment of Staff<br/>(3.3a – Employee Work Rules, General Provisions)</i> |                            |
| <b>Recorded as Administrative Regulation:</b><br><i>Established: 3/8/04      Revisions: 11/24/08</i>       |                            |
| <b>Origin as Board Of Education Policy:</b><br><i>Established: n/a      Revisions:</i>                     |                            |

Vacation is provided by the District for rest and relaxation and is meant to be taken accordingly. It is expected and assumed that employees will schedule and utilize their vacation during the “vacation year,” which is July 1 – June 30. Vacation days are subject to accumulation, scheduling and reporting requirements. Employees requesting vacation time must enter their request into the AESOP system (custodial and food service employees will use Skyward) and receive supervisor approval.

- I. Non-Exempt (**Support Staff**) Full-time, regular, 12-month, employees, after one year of service, will be eligible for and accrue vacation as follows:

| <u>Length of Service</u> | <u>Paid Vacation</u> | <u>Accrual</u>                   |
|--------------------------|----------------------|----------------------------------|
| Years 1 through 7        | 2 weeks              | .83 days per full service month  |
| Years 8 through 15       | 3 weeks              | 1.25 days per full service month |
| Years 16 through 20      | 4 weeks              | 1.67 days per full service month |
| Year 21                  | 4 weeks + 1 day      | 1.74 days per full service month |
| Year 22                  | 4 weeks + 2 days     | 1.83 days per full service month |
| Year 23                  | 4 weeks + 3 days     | 1.92 days per full service month |
| Year 24                  | 4 weeks + 4 days     | 2.00 days per full service month |
| Year 25 and above        | 4 weeks + 5 days     | 2.08 days per full service month |

Support Staff employees after their first year shall be credited with prorated vacation based on the one year anniversary date through the following June 30. Thus, an employee eligible for two weeks of vacation in a full “vacation year” earns .83 days for each month of service. An employee hired October 1, 2003 will then be eligible for a prorated amount of 7.47 days of vacation between October 1, 2004 and June 30, 2004 (.83 days X 9 months = 7.47 days). Then on July 1 the employee will be front loaded (given in advance) the full 2 weeks of vacation for July 1, 2004 through June 30, 2005.

All vacation utilized by support staff employees must be recorded on the District’s timekeeping system. The system will not allow vacation balances to exceed the allowable maximum or go into the negative.

II. Non-Faculty Exempt (**Administrators**) Full-time, regular, 12-month, employees will be eligible for annual vacation as follows:

| <u>Length of Service</u> | <u>Paid Vacation</u> | <u>Accrual</u>                   |
|--------------------------|----------------------|----------------------------------|
| Years 1 through 10       | 4 weeks              | 1.67 days per full service month |
| Years 11 and above       | 5 weeks              | 2.08 days per full service month |

The “vacation year” for administrative employees shall coincide with the District’s fiscal year: July 1 through June 30. Administrative employees in their first year shall be credited with prorated vacation based on the date of hire through the following June 30. Thus, an employee eligible for four weeks of vacation in a full “vacation year” earns 1.67 days for each month of service. An employee hired January 1 will then be eligible for a prorated amount of 10 days of vacation between January 1 and June 30 (1.67 days X 6 months=10 days). From that point on, July 1, the employee will be front loaded with the allowable vacation (either four or five weeks) based on years of service.

III. Vacation Scheduling and Requests

Requests for vacation should be submitted to the employee’s supervisor at least two weeks in advance of the requested dates. All vacation should be scheduled when the workload permits and must be approved in advance by the appropriate supervisor, director, principal, etc. Managers may restrict employees from taking vacation during the first three months of employment.

Vacation may be taken in daily or half-day increments if scheduled and approved in advance. Employees must utilize their vacation by taking time off from work. The District will not pay additional salary in lieu of vacation not taken nor provide advance payment of vacation pay. Upon termination, vacation may not be used in lieu of notice for resignation. When employees leave the District, payment will be included in their final check for vacation days earned, but not used.