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April 18, 2018
OSEA Chapter 37

Article 10 - Vacations

A. The following schedule shall be implemented for all regular classified employees. To establish a fiscal year of July 1 to June 30, all employees who are hired during the work year will have vacation days prorated during the first year of employment from the time of hire to July 1 and during the final year of employment should the employee leave prior to June 30th. Thereafter;

B	Years of ser with the dist		6	7	8	9	10	11	12	13	14
	Working: 12 month	11	12	13	14	15	16	17	18	19	20
	195 days or more	10	-11	12	13	14	15	16	17	18	
	194 days or less	10	-11	12	_13_	14	15	16	17		

- C. Actual use of vacation shall be worked out mutually between the supervisor and the employee that best fits the work schedule of the district. If an employee believes that his/her supervisor is acting in an arbitrary manner regarding the scheduling of vacation, the employee may appeal to the Executive Director of Human Resources or the Director of Business Services. If the issue is not resolved at that level, the employee may appeal to the Superintendent, whose decision shall be final.
- D. Vacation time that is due a twelve (12)-month employee and is unused by August 30 may be carried over into the next school year. The maximum amount to be carried over shall be ten (10) days. Vacation days not able to be used by the employee due to District required needs may be paid, leaving a balance of ten days to be carried over.
- E. Vacation pay for less than twelve (12) month employees will be computed and paid as follows:

Number of hours normally worked during the day, multiplied by the number of days vacation earned/accumulated, multiplied by the employee's hourly rate. This will be paid with a vacation check in June. This benefit will be reduced over a six year period as follows:

Year	Reduction	Total Pay Out
2012-13	15%	85%
2013-14	15%	70%
2014-15	15%	55%
2015-16	15%	40%
2016-17	15%	25%

	2017-18	25%	0∗
1	*Vacation pay for less than twelve (12)	month employees shall be eli	minated effective June 1, 2018.
2			
3			(12) months
4			to new less than twelve (12) months
<i>5</i>	employees hired after July 1, 20	112.	
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