

Vacation Accrual

Full time employees working in excess of 230 contract days per contract year are entitled to accrued vacation time. Full time employees are defined as employees working an average of 30 hours a week or more. Eligible employees will be entitled to receive 6.666 hours per month (80 hours per contract year). This accrual is based on an 8 hour work day or a 40 hour standard work week. Accrual will be pro-rated accordingly for employees working less than 40 hours per week.

Accrual will begin on the first of the month following the date of hire. The maximum number of hours accrued is 80 hours per contract year. All hours must be used within that contract year or forfeiture of hours will occur. Unused vacation hours will be paid out in the event of employee separation.

Approved: August 2, 2007
Revised: November 7, 2012
Revised: September 28, 2015
Revised: December 3, 2015
Revised: March 16, 2017