



6.5 Salaried Employees Vacation Leave. Salaried exempt and non-exempt employees as defined in Section 6.3 accrue paid vacation leave at a rate that is dependent on their employment status and years of service in the eligible position. See Section 6.4 for more information on requesting and using paid time off.

- 6.5.1** Both the accrual rate and annual maximum that an employee may accrue each year automatically adjust with each anniversary in the eligible position. Years of service in a non-eligible position do not count toward years of service for vacation accrual.
- 6.5.2** Unused vacation leave may be carried over from one year to the next up to the annual maximum. Once the maximum is reached, the accrual freezes until the employee’s anniversary date when accrual may begin again up to the annual maximum.
- 6.5.3** Part time employees, accrual rate is tied to the number of hours actually worked. Paid time off does not count as time worked.
- 6.5.4** For the purposes of accrual calculations, previous years of service are lost if an employee voluntarily leaves the District and returns.
- 6.5.5** Use of vacation days is limited to 5 days after the first six months of employment by request of the employee and upon approval by the supervisor.
- 6.5.6** An employee can accrue only the annual maximum as detailed in the chart below.
- 6.5.7** Unused vacation leave is paid out to an employee upon separation.
- 6.5.8** Vacation Leave Accrual Rates:

Years of Service	Non-Exempt Accrual Rate Full Time Employee	Exempt Accrual Rate for Full Time Employee
0-3	40 hours annually	96 hours annually
4-6	80 hours annually	120 hours annually
7-10	120 hours annually	240 hours annually