

Vacations for Classified Employees

All classified employees, except those in a temporary status, serving more than six (6) months, are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits may not be advanced nor may leave be taken retroactively. A seasonal employee's accrued vacation leave credits may be carried over to the next season, if management has a continuing need for the employee, or paid out as a lump-sum payment to the employee when the season ends (generally in June). The employee may request a lump-sum payment at the end of each season.

Vacation is earned according to the following schedule:

Rate-Earned Schedule

<u>Years of Employment</u>	<u>Working Days Credit per Year</u>
1 day to 10 years	15
10 years and 1 day through 15 years	18
15 years and 1 day through 20 years	21
20 years and 1 day or more	24

Time as an elected state, county, or city official, as a school teacher, or as an independent contractor, does not count toward the rate earned. For purposes of this paragraph, an employee of the District or the university system is eligible to have school district or university employment time count toward the rate-earned schedule, if that employee was eligible for annual leave in the position held with the school district or university system.

Maximum Accrual of Vacation Leave

All full-time and part-time employees serving in permanent and seasonal positions may accumulate two (2) times the total number of annual leave credits they are eligible to earn per year, according to the rate-earned schedule.

Annual Pay-Out

The District may, in its sole discretion and/or subject to the terms of a collective bargaining agreement, provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Lump-Sum Payment Upon Termination

An employee who terminates employment for reasons not reflecting discredit on the employee shall be entitled, upon the date of such termination, to cash compensation for unused vacation

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leave, assuming that the employee has worked the qualifying periods set forth in § 2-18-611, MCA. The District shall not pay accumulated leaves to employees who have not worked the qualifying period. Vacation leave contributed to the sick leave bank is nonrefundable and is not eligible for cash compensation upon termination.

Legal Reference: § 2-18-611 - § 2-18-618, MCA

Policy History:

Adopted:

Revised on: 11 July 2016

**Poplar School District
Administrative Regulation**

PERSONNEL

AR 5334

Vacations for Classified Personnel

Maximum Accrual of Vacation Leave

All full-time and part-time employees serving in permanent and seasonal positions may accumulate two (2) times the total number of annual leave credits they are eligible to earn per year, according to the rate-earned schedule. § 2-18-617.

Use or Lose

When full-time employees who accumulate annual vacation leave in excess of two times the maximum number of days earned annually at the end of the first pay period in the next calendar year, said excess vacation time is not forfeited if taken 90 calendar days from the last day of the calendar year in which the excess was accrued. The employer must provide a reasonable opportunity to the employee to take the leave. If the employee makes a reasonable written request to the Superintendent to use the excess vacation leave prior to the end of the new calendar year, such requests will be granted. § 2-18-617.

Annual Pay-Out

The District may, in its sole discretion and/or subject to the terms of a collective bargaining agreement, provide cash compensation in June for unused vacation leave in lieu of the accumulation of vacation leave. Employees will be allowed cash compensation of vacation leave one time per year at their current hourly rate of pay, up to eighty (80) hours, or more, as determined by the employee and the district.

Vacation Leave

Vacation leave time may be taken as earned. However, scheduling vacation leave with an employee's supervisor is mandatory. Use of vacation leave time during critical operational times may be denied at the discretion of the supervisor.

Notice of at least two (2) week is needed prior to the use of vacation leave.