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3 **PERSONNEL**

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5 Vacations

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7 All classified employees, except those in a temporary status, serving more than six (6) months,
8 are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits
9 may not be advanced nor may leave be taken retroactively. A seasonal employee's accrued
10 vacation leave credits will be paid out as a lump-sum payment to the employee when the season
11 ends (generally in June). The employee may request a lump-sum payment at the end of each
12 season.

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14 Vacation is earned according to the following schedule:

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16 RATE-EARNED SCHEDULE

<u>Years of Employment</u>	<u>Working Days Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

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

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31 Maximum Accrual of Vacation Leave

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

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37 Annual Pay-Out

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

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43 Lump-Sum Payment Upon Termination

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45 An employee who terminates employment for reasons not reflecting discredit on the employee

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shall be entitled, upon the date of such termination, to cash compensation for unused vacation 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.

Legal Reference: 2-18-611 - 2-18-617, MCA

Procedure History:

Promulgated on: March 8, 2006

Revised on: