

GOVERNANCE & OPERATIONS

FILE CODE: GO/4162.2

PERSONNEL
ACCUMULATION AND ADVANCEMENT

Vacation Leave

Accumulation/Extension

Vacation earned in one fiscal year may not be extended beyond the following fiscal year except with the approval of the Executive Director and then must be used by the Friday before Labor Day.

Advancement

Unearned vacation leave may be advanced to employees by the Executive Director. If the employee leaves the Association before advanced leave is earned, then reimbursement will be deducted from the employee's salary.

Conversion of Vacation Days

If a staff member is incapacitated by illness and/or requires hospitalization while on vacation, such time may, at the discretion of the Executive Director, be converted to sick days upon presentation of a physician's and/or hospital certificate. If a staff member is on vacation when a death occurs, the appropriate number of days may be converted to personal days pursuant to authorized days as outlined under GO/4151.2.

In the event of an emergency closing, however, GO/4113.2R shall apply. Accordingly, in instances when an employee has taken an approved leave and the Association offices are closed, opening is delayed or staff is dismissed early due to an emergency or inclement weather, the following rules shall apply in terms of credit toward leave used:

- A. When an Association office is closed for a full day, credit toward scheduled leave will be granted in all leave categories.
- B. When an Association office is closed for a half-day or more, credit toward scheduled leave will be granted in all leave categories.
- C. When an Association office is closed for any period of time less than 3-1/2 hours, no credit will be granted in any leave category.

Authority: BD 5/79
Revised: BD 12/88
BD 5/89
BD 5/10
BD 1/11
See Also: GO/4113.2R
GO/4151.2
GO/4153.1