

PERSONNEL
SUPPORT STAFF

Vacation Schedule

All fulltime permanent support staff shall be granted annual vacation hours with pay in accordance with the following schedule:

<u>Length of Employment</u>	<u>Vacation Schedule</u>
Initial date of employment through the first five years of employment	7 hours accrued for each full month (One day for each full month/ 12 days per employment year)
Next five years of employment (year 6 thru year 10)	8.75 hours accrued for each full month (1.25 days for each full month of employment/ 15 days per employment year)
Each employment year thereafter (year 11 and beyond) 20 days per employment year)	11.69 hours accrued for each full month (1.67 days for each full month of employment/

Vacation hours are based upon the above schedule, and may be taken only after they are earned, except as provided under advancement (See GO/4162.2).

Authority: BD 5/79
BD 5/81
BD 9/94
BD 11/01
BD 5/03