

Bigfork School District #38

PERSONNEL

5334

Vacations (Annual Vacation Leave)

Policy and Objectives

It is the policy of the Board of Trustees to grant its non-exempt classified and 12-month administrative employees annual vacation leave benefits in accordance with 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA. Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the district in accordance with this policy. The objective of this policy is to establish uniform procedures for calculating and granting annual vacation leave benefits in accordance with the provisions cited above.

Employees of less than six months duration will not accrue vacation benefits.

The policy of the Board of Trustees, Bigfork School District No.38, is to conform with all applicable statutes. An employee shall receive a paid vacation at the highest level accorded under 2-18-612, MCA.

Accumulation of leave - cash for unused (2-18-617, MCA): Except as provided in subsection (1) (b), annual leave may be accumulated to a total not to exceed two times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Excess vacation time is not forfeited if taken within 90 days from the last day of the calendar year in which the excess was accrued. District #38 will provide cash compensation for unused vacation leave in lieu of the accumulation of the leave for all eligible employees.

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| Cross Reference: | 5334P | |
| Legal Reference: | 2-18-611, MCA | Annual Vacation Leave |
| | 2-18-612, MCA | Rate Earned |
| | 2-18-617, MCA | Accumulation of Leave |

Policy History:

Adopted on: 7/15/97

Revised on: