



Department: Human Resources  
Policy Number: HUM-A032  
Effective Date: 8/17/09

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## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### VACATIONS

Prior to May 1 of each year, the Director recommends to the Board for its approval, a school calendar for the next year. Once the school calendar is approved, the Payroll Office develops a calendar for each classification of personnel.

#### **Classification of Personnel**

In order to properly administer the intent of this policy, personnel employed by the CMCSS are classified as follows:

- Group I-A: Regular full-time personnel who are employed for 12 months (260 days) on a regular basis and who work more than 30 hours per week.
- Group I-B: Regular full-time personnel who are employed for less than 12 months (260 days) and who work more than 30 hours per week.
- Group II-A: Regular part-time personnel who are employed for 12 months on a regular basis for at least 15 hours but no more than 30 hours per week.
- Group II-B: Regular part-time personnel who are employed for less than 12 months on a regular basis for at least 15 hours but no more than 30 hours per week.
- Group III: Regular personnel who are employed less than 15 hours per week and temporary personnel who are employed for a short period of time who may work more or less than 30 hours per week.

#### **Vacation Accumulation**

Days accumulated represents the maximum accumulation that may be carried forward to a new fiscal year beginning on July 1. Should the accrual go above the limit during a school year and not taken prior to the last payroll cycle of June, the days will be adjusted to the accumulation limit on that payroll and the balance of days above the maximum accumulations will be rolled over to Sick Leave.

Vacation leave is not accrued during unpaid leaves of absences.

The director may award up to 1.5 days per month based on employment experience outside the system to new employees as a recruiting incentive. Classified employees who are in their review period have specific guidelines (HUM-A060).

#### **Payment of Accumulated Vacation/Compensatory Hours**

Twelve-month employees who have a balance of accrued leave (vacation or compensatory time) may request to use up to 20 days immediately prior to resignation or retirement date. The remaining accrued leave will be paid at the employee's hourly or daily rate as part of the last payroll check.



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Group I-A Employees

<u>Employed with CMC School System</u>	<u>Days Earned</u>	<u>Maximum Days Accumulated</u>
0 - 5 years	1 day per month or maximum of 10 days per year	20
6 - 10 years	1 day per month	24
11 - 15 years	1.25 per month	30
16 or more years	1.5 per month	36

Group I-B Employees

Instructional:

1 per 20 days worked or a maximum of 10 per school year State Based program

Non-Instructional:

1 per 20 days worked or a maximum of 10 per school year calendar

Group II-A Employees

5 days' pay per month employed

Same schedule as I-A

Group II-B Employees

1/2 day's pay per month employed or a maximum of days per calendar year

Group III Employees - 0 -

- 0 -

Change in Classification

In the event an employee changes classification, the accumulated vacation is adjusted according to the time worked prior to the change and after the change.

A former employee who was not on leave of absence and who is being re-employed will assume the same status as a new employee as regards to vacation time.

Implementing Procedures: None.

Associated Documents: Classified Employee Review Period (HUM-A060)

Classified Employee Review Period Paid Time Off Request (CLS-F058)

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/02/05		Initial Release
8/17/09	A	Moved Vacation Accumulation clarification from 2 <sup>nd</sup> page to 1 <sup>st</sup> page.



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|---------|---|--|
| 1/12/15 | B | Clarified unpaid leaves of absences under Vacation Accumulation; added section regarding Payment of Accumulated Vacation/Compensatory Hours; updated logo and minor formatting changes |
| 8/28/17 | C | Added statement pertaining to classified leave during review period. Updated associated documents.   |
| 7/2/18  | D | Added "above the maximum accumulations" to vacation accumulations.   |

**\*\*\* End of Policy \*\*\***