

**VACATIONS FOR CLASSIFIED EMPLOYEES**

All full time 12 month classified employees shall earn vacation time in accordance with the following:

1. 1st - 7th year employees shall earn vacation time at a rate of seven (7) hours per month.
2. Employees with seven (7) or more years of service shall earn vacation time at a rate of ten (10) hours per month.

Beginning July 1, 1997 and each July thereafter the School District will close for a fourteen day period. At this time classified employees entitled to paid vacation shall be required to take paid vacation days owed to them. All vacation must be taken during the fiscal year earned. Vacation may not be carried from year to year without the **written** approval of the Superintendent of Schools.

ADOPTED: 1/85

REVISED: 2/91, 11/93, 10/95

REVISED: 2/97