

VACATION USAGE
(NON-UNION)

Full time employees are entitled to paid vacation in accordance with O.R.C. §3319.084 as follows:

1. After service of one year with the Board of Education – two calendar weeks pay, excluding legal holidays.
2. At ten or more years of service with the Board – three calendar weeks pay, excluding legal holidays.
3. At twenty or more years of service with the Board – four calendar weeks, excluding legal holidays.

A full time employee is a person who is in service for not less than eleven months in each calendar year.

Employees must submit their request for vacation leave to their immediate supervisor at least six weeks in advance. Permission to use vacation leave will be determined based on the best interests of the District.

LEGAL REFS: O.R.C. §3319.084

Adopted: August 12, 2014