

**Policy 409.01: Vacation and Holidays**

**Status:** ADOPTED

**Original Adopted Date:** 03/01/1989 | **Last Revised Date:** 02/01/2022 | **Last Reviewed Date:** 02/01/2022

To qualify for paid vacation periods, an employee must work or be scheduled to work 2000 hours annually. (July 1 through June 30 of the next year.)

Vacation time for years of service by full-time employees at the Dallas Center-Grimes Community School District shall accumulate as follows, or by individual contract agreements:

1 year	10 days	2 years	11 days	3 years	12 days
4 years	13 days	5 years	14 days	6-9 years	15 days
10 years	16 days	11 years	17 days	12 years	18 days
13 years	19 days	14+ years	20 days		

Staff that starts after July 1 of each year will have vacation determined on a pro-rated basis for the time worked in the District for the first year. Less than the full-time employment, as described in the first paragraph, shall not count for vacation leave.

Any employee who is hired or laid off prior to completing a full year of employment shall be compensated for pro-rata vacation time earned on June 30 or at the time of separation.

Any employee, who voluntarily leaves our service without giving a two-week notice, shall not be entitled to any vacation days for that year. Any employee who is terminated will not be entitled to compensated vacation days; however, a severance allowance may be granted at the discretion of the Superintendent.

Personnel must arrange their vacation with the Superintendent. Up to five days vacation time may accrue from one year to the next. A week shall be defined as a five (5) day work week. Additional unused vacation time shall not be cumulative from year to year unless circumstances prevent this and prior approval of Superintendent is granted.

Unused vacation time that may not be cumulative from year to year may be added to accumulated sick leave. Days added in this manner may not allow accumulated sick leave to exceed the maximum accumulated sick leave allowed under board policy.

Holidays considered for pay shall be limited to:

New Years Day, Labor Day, Memorial Day, Thanksgiving, Independence Day, Christmas Day, and for twelve month employees, the day after Thanksgiving and the day before or after Christmas or Independence Day.

Less than full-time employees shall be granted the above holidays with pay when they fall within the regular contract year.

Employees shall be eligible for holiday pay if they worked the last scheduled day prior to the holiday and the first scheduled day following the holiday. Eligible employees who do not work on a holiday shall be paid at their usual hourly rate based on the number of hours they normally worked.