

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4320

VACATION SCHEDULE

The following vacation schedule shall apply to all full-time twelve (12) month personnel:

1. Vacation period: Fiscal year, July 1 to June 30.
2. Experience for vacation purposes shall include only continuous employment in the Milford School District from date last hired.
3. Authorized vacation may be taken up to the number of days earned. Earned days will be added after each month. Vacation time will not be approved against future vacation credit.
4. Schedule –

ADMINISTRATIVE/SUPERVISORY PERSONNEL

- a. Twenty-six (26) days per year (2.17 days per month)

CUSTODIAL PERSONNEL

a.	<u>Years of Continuous Service</u>	<u>Per Month</u>	<u>Per Year</u>
	0 through 5 years	1.5	18
	6 through 15 years	1.75	21
	16 and over	2.0	24

SECRETARIAL PERSONNEL, TECHNOLOGY DEPT. PERSONNEL, TWELVE-MONTH PSYCHOLOGISTS AND OTHER TWELVE-MONTH PROFESSIONAL PERSONNEL

a.	<u>Yrs. Continuous Service</u>	<u>Per Month</u>	<u>Per Year</u>
	0 through 5	1.5	18
	6 through 15	1.75	21
	16 and over	2.0	24

5. Accrued vacation time with another state agency shall not be transferred to the Milford School District.
6. Persons employed on or before the 15th of the month will receive full credit for that month. Persons resigning after the 15th of the month will receive full credit for the month.

7. Accumulated vacation days: Vacation days may be accumulated up to forty-two (42). Where, prior to the end of a fiscal year, an employee has accumulated more than forty-two (42) days of vacation, such vacation shall be adjusted to forty-two days (42) days at the end of such fiscal year.
8. The administrator has been reimbursed for coursework in the prior 24 months and terminates employment for reasons other than retirement or disability. Under these circumstances, the final paycheck shall be reduced by the amount of any coursework reimbursement made by the district in the prior 24-month period. If accumulated vacation balance is insufficient to recover these costs, any remaining amount will be deducted from the final lag pay.
9. If an employee is scheduled to work and cannot get to work because of the weather or an emergency, such days shall be charged against accrued vacation.
10. Unexcused absences shall be charged against accrued vacation.
11. Twelve-month employees who maintain a good attendance record may earn up to two additional vacation days per year. Two (2) additional vacation days shall be granted if an employee is absent for three (3) or less days in the prior fiscal year. One (1) additional vacation day will be granted to employees who are absent only four (4) days in the prior fiscal year. (Definition of absence includes all use of sick time, to include personal leave. The only exclusion is the donation of sick time to another employee.) Employees must have one full calendar year of employment with the District to be eligible.
12. Vacations can only be scheduled with the approval of the immediate supervisor and the Superintendent. Vacation may not be scheduled at a time when the employee's absence would require the employment of a substitute or at a time when it would interfere with the normal operations of the school. Official vacation records will be maintained by the Personnel Office.
13. All twelve-month employees must take vacation over the winter holiday from December 24 through January 1 as all District facilities will be closed. Vacation days will be deducted at the beginning of the fiscal year to insure coverage of this mandatory vacation period. Superintendent may grant permission for staff to work over the winter holiday in unusual situations.

ADOPTED: 6/15/70; 1/17/72; 7/18/77; 7/20/81; 8/19/85; 7/1/91; 12/16/91; 6/24/96;
1/28/97; 7/1/00; 5/19/03; 3/26/07; 9/24/12, 7/19/21