

## **1223: VACATION POLICY FOR 11 MONTH EMPLOYEES**

### **I. Purpose:**

- a.** Eleven-month (11) personnel who are employed to work eleven months and are considered full time shall be provided paid vacation in accordance with this policy. An eleven-month employee's year cover the period July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.
- b.** Vacations for employees are provided in accordance with these guidelines, consistent with the employee's interest and convenience while considering the operating needs of Providence Creek Academy Charter School, Inc.

### **II. Policy Statement:**

- a.** Vacation time will be granted as follows:
  - i.** All vacation earned by the employee shall be taken by June 30<sup>th</sup> of the year it is earned.
  - ii.** The maximum amount of vacation which any employee shall be permitted to accumulate shall be 42 days. At the end of each year as of June 30<sup>th</sup>, the accumulated vacation of each employee shall not equal more than 42 days. Prior to the end of each year, if an employee has accumulated more than 42 days, the vacation leave shall be reduced to 42 days as of July 1st.
  - iii.** The use of all vacation days requires prior approval in writing in advance of their use. These requests shall be approved by the Head of School or designee and the request records shall be maintained in the Business Office.
  - iv.** The award of vacation time will be five (5) days per fiscal year.
- b.** All vacation time will be earned on a monthly basis. To be eligible for earn vacation time, an employee must work more than half of the scheduled work days in that month. Vacation time may not be transferred, employees would be paid for accumulated vacation earned upon retirement in accordance with Delaware Code. For clarity, and in accordance with the law, the rate for reimbursement will be calculated and paid using the Retirement/Termination Payout Form provided by the state based on state salary scale.
- c.** Winter and Spring break will not count as vacation. While 11 month employees are not expected to work during the Winter and Spring Break, situations may arise where these employees will be required to work during these breaks. The foregoing exception also applies to all 10 month staff holidays. Need, in such situations, will be determined at the discretion of the Head of School.

APPROVED BY THE BOARD OF DIRECTORS MARCH 23, 2021