

Vacation Eligibility and Accrual Rates

260-Day

Senior Leaders, Licensed Administrators, and Confidential, Professional and Management Employees

I. Vacation Eligibility and Accrual Rate

- (1) EXEMPT employees, as designated by their classification, shall receive annual vacation with pay of 22 days accrued at a rate of 14.7 hours a month.
- (2) NON-EXEMPT employees, as designated by their classification, shall receive annual vacation with pay as specified below, which is based on years of service.

Non-Exempt Confidential Professional and Management Employee Vacation Accrual Schedule		
Years of service completed	Days of Vacation	Rate of accrual per month
Less than 1 year	10 days	6.7 hours
1 year to less than 5 years	15 days	10 hours
5 years to less than 6 years	20 days	13.4 hours
6 years to less than 7 years	21 days	14 hours
7 years and greater	22 days	14.7 hours

II. Vacation Scheduling & Carryover

- (1) It is recommended that a vacation plan for all 12-month staff be developed cooperatively with employees and their supervisors annually.
- (2) Effective June 30, 2016, the number of days carried over at the end of each fiscal year, June 30th, shall not exceed two years' accrual allowance. Any vacation in excess of the maximum accrual will not carry over and will no longer be available for use.

III. Exceptions

- (1) There will be no exceptions.

NOTE: These vacation eligibility and accrual rates only apply to employees on the Senior Leader, Licensed Administrator, and Confidential Professional and Management Employee Salary Schedules that follow a 260 day schedule. Employees on these salary schedules who do not follow a 260 day work year schedule do not accrue vacation.

District salary schedules can be viewed here: <http://www.pps.net/Page/1195>