

PAID VACATIONS NON-AFFILIATED STAFF

542.4

All nine (9) month employees: None.

All full-time twelve (12) month employees as follows:

- Less than two (2) years of service: One (1) day vacation for each two (2) months worked prior to July 1, not to exceed five (5) working days.
- Two (2) to ten (10) years service: Two (2) weeks vacation.
- Ten (10) to fourteen (14) years service: Three (3) weeks vacation.
- Beyond fifteen (15) years of service: Four (4) weeks vacation.

No vacation carry forward will be allowed.

Vacations shall be taken in the year in which vacation is earned, between July 1st and June 30th except upon prior arrangement with the supervisor.

Approved: 08/12/80

Revised: 06/19/95

Revised: 02/21/00

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