



Policy 5450 – Vacation Leave

Employees working 208+ contract days (year-round) will be given ten (10) vacation days per fiscal year. Unused vacation days for those qualifying classified staff will not carry over from year to year nor will they be paid out at the end of employment for any reason.

Prior approval by the administration must be given before vacation leave is taken.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

Legal Reference:

Adopted:

Revised:

Reviewed: