

1 **Potomac Elementary**

2  
3 **PERSONNEL**

5334P

4 Vacations

5  
6 All classified employees, except those in a temporary status, serving more than six (6) months, are  
7 eligible to earn vacation leave credits retroactive to the date of employment. Leave credits may not be  
8 advanced nor may leave be taken retroactively. A seasonal employee's accrued vacation leave credits  
9 may be carried over to the next season, if management has a continuing need for the employee, or paid  
10 out as a lump-sum payment to the employee when the season ends (generally in June). The employee  
11 may request a lump-sum payment at the end of each season.

12  
13 Vacation is earned according to the following schedule:

14  
15 RATE-EARNED SCHEDULE

17	Years of 18 <u>Employment</u>	Working Days 19 <u>Credit per Year</u>
20	1 day - 10 years	15
21	10 - 15 years	18
22	15 - 20 years	21
23	20 years on	24

24 Time as an elected state, county, or city official, as a school teacher, or as an independent contractor, does  
25 not count toward the rate earned. For purposes of this paragraph, an employee of a district or the  
26 university system is eligible to have school district or university employment time count toward the rate-  
27 earned schedule, if that employee was eligible for annual leave in the position held with the school district  
28 or university system.

29  
30 Maximum Accrual of Vacation Leave

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32 All full-time and part-time employees serving in permanent and seasonal positions may accumulate two  
33 (2) times the total number of annual leave credits they are eligible to earn per year, according to the rate-  
34 earned schedule.

35  
36 Lump-Sum Payment Upon Termination

37  
38 An employee who terminates employment for reasons not reflecting discredit on the employee  
39 shall be entitled, upon the date of such termination, to cash compensation for unused vacation leave,  
40 assuming that the employee has worked the qualifying periods set forth in § 2-18-611, MCA. The  
41 District shall not pay accumulated leaves to employees who have not worked the qualifying period.  
42 Vacation leave contributed to the sick leave bank is nonrefundable and is not eligible for cash  
43 compensation upon termination.

44  
45 Legal Reference: § 2-18-611 - § 2-18-618, MCA Leave Time

46  
47 Procedure History:

48 Adopted on: March 14, 2011

49 Reviewed on:

50 Revised on: