

ARTICLE XV - PAID VACATIONS

Section 1

All full-time employees shall be eligible for vacation pursuant to the following schedule.

- A. After successful completion of probationary period (retroactive to date of hire) through the end of the 5th year: 2 weeks accumulated at the rate of 3.12 hours per working pay period of two weeks.
- B. After completion of 5th year through end of 9th year: 3 weeks accumulated at the rate of 4.64 hours per working period of two weeks.
- C. After completion of 9th year and above: 4 weeks accumulated at the rate of 6.16 hours per working pay period of two weeks.

Section 2

The appropriate administrator will establish a vacation schedule with lead persons and post it on the bulletin board. Vacation selection shall be by classification seniority and such selection shall not be denied unless serious problems shall result from such requested absence.

Section 3

Employees' vacation pay shall be paid on the basis of the regular shift rate prevailing at the time the vacation is taken.

Section 4 - Carry-Over of Vacation

- A. During 1st through 5th year.

Employee may not carry more than 2 weeks (80 hours) vacation into the new fiscal year beginning July 1.

- B. During 6th through 9th year.

Employee may not carry more than 3 weeks (120 hours) vacation into the new fiscal year beginning July 1.

- C. During 10th year and above.

Employee may not carry more than 4 weeks (160 hours) vacation into the new fiscal year beginning July 1.

- D. Any vacation time remaining on June 30 of each year in excess of the above maximum allowable accumulation will be lost, except as follows:

1. If previously scheduled and approved vacation is canceled at the request of the administration and cannot be rescheduled at a later date, this time may be carried into the next fiscal year.
2. If an employee becomes seriously ill and is unable to use the vacation time as previously scheduled and approved and is unable to reschedule the vacation at a later date, this time may be carried into the next fiscal year.