

# CARTHAGE ELEMENTARY SCHOOL DISTRICT #317

## VACATION REQUEST FORM

EMPLOYEES THAT WORK FULL TIME ON A 12 MONTH CONTRACT SHALL RECEIVE THE FOLLOWING ANNUAL VACATION WHICH WILL BE AVAILABLE FOR USE AT THE END OF THE CURRENT SCHOOL YEAR:

**5 DAYS** PAID VACATION AFTER 1 FULL YEAR OF CONTINUOUS SERVICE (JULY 1 – JUNE 30)

**10 DAYS** PAID VACATION AFTER 2 FULL YEARS OF CONTINUOUS SERVICE

**15 DAYS** PAID VACATION AFTER 5 FULL YEARS OF CONTINUOUS SERVICE

**20 DAYS** PAID VACATION AFTER 18 FULL YEARS OF CONTINUOUS SERVICE

(CONTINUOUS SERVICE IS BASED ON HIRE DATE, WHETHER AS A 9 MONTH OR 12 MONTH EMPLOYEE, SO A 12 MONTH EMPLOYEE WHO WORKED IN A 9 MONTH POSITION FOR 4 YEARS AND A 12 MONTH EMPLOYEE FOR 2 YEARS, THEY HAVE CONTINUOUS SERVICE OF 6 YEARS FOR PURPOSES OF VACATION TIME EARNING.)

ANY 12 MONTH EMPLOYEE HIRED LATER THAN THE BEGINNING OF THE FISCAL YEAR (JULY 1) SHALL HAVE THEIR VACATION DAYS PRORATED TO REFLECT THE NUMBER OF ACTUAL MONTHS THEY ARE EXPECTED TO WORK IN THEIR FIRST FISCAL YEAR. VACATION DAYS SHALL BE ACCURED IN FULL DAY UNITS.

EMPLOYEES THAT WORK PART TIME AND/OR NINE MONTH POSITIONS SHALL RECEIVE THE FOLLOWING ANNUAL VACATION, WHICH WILL BE AVAILABLE FOR USE AT THE END OF THE CURRENT SCHOOL YEAR:

**2 DAYS** PAID VACATION AFTER 5 FULL YEARS OF CONTINUOUS SERVICE (JULY 1 – JUNE 30)

(CONTINUOUS SERVICE IS BASED ON HIRE DATE, WHETHER AS A 9 MONTH OR 12 MONTH EMPLOYEE, SO A 9 MONTH EMPLOYEE WHO WORKED IN A 12 MONTH POSITION FOR 4 YEARS AND A 12 MONTH EMPLOYEE FOR 2 YEARS, THEY HAVE CONTINUOUS SERVICE OF 6 YEARS FOR PURPOSES OF VACATION TIME EARNING. THE AMOUNT THEY EARN IS BASED ON THEIR CURRENT POSITION.)

NO MORE THAN 5 VACATION DAYS MAY BE CARRIED OVER TO THE NEXT FISCAL YEAR, WHICH BEGINS JULY 1.

ALL VACATION DAYS SHALL BE SCHEDULED IN ADVANCE AND APPROVED BY THE BUILDING PRINCIPAL AND/OR THE SUPERINTENDENT.

DATE REQUESTED FOR VACATION LEAVE \_\_\_\_\_

PERSON MAKING REQUEST \_\_\_\_\_

DATE REQUEST IS MADE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL                      DATE

☐ Approved

☐ Not Approved

\_\_\_\_\_  
SIGNATURE OF SUPERINTENDENT                      DATE

☐ Approved

☐ Not Approved