

VACATION LEAVE, CLASSIFIED PERSONNEL

Classified twelve month employees who work 40 hours per week are entitled to two weeks vacation after completion of a full year of service. After the completion of ten years of service (120 months), twelve month employees shall receive three weeks vacation. After the completion of twenty years of service (240 months), twelve month employees shall receive four weeks vacation.

The Superintendent of Schools shall establish a vacation and holiday schedule for twelve month classified employees of the district.

Vacation time may not accrue from one year to the next and, except in cases of emergency, employees may not be employed for extra wages during vacation periods.

LEGAL REFERENCE:	Code of Iowa, Sections 4.1(22); 31.1-31.9; 33.1; 33.2
CROSS REFERENCE:	Board Policy 408.000
DATE OF ADOPTION:	January 14, 1981
DATE OF REVIEW:	January 21, 2008
DATE OF REVISION:	April 26, 2005

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223