

Lamar Consolidated Independent School District
079-901
Administrative Procedure: Compensation and Benefits/Vacation Days
Effective Date: July 1, 2023

VACATION DAYS, as defined by Board Policy DED (Local):

Eligible employees in positions normally requiring at least 230 days of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

ADMINISTRATIVE REGULATIONS GOVERNING THE ALLOCATION OF VACATION DAYS FOR ELIGIBLE EMPLOYEES WHO HAVE PROVIDED CONTINUOUS REQUIRED SERVICE TO LAMAR CISD:

Employees with work schedules of **230 or more days** shall receive paid vacation days on the following basis:

1. Employees with 6 to 11 months of continuous service shall receive 5 vacation days.
2. Employees with 1 to 9 years of service shall receive 10 vacation days.
3. Employees with 10 to 19 years of service shall receive 15 vacation days.
4. Employees with 20 or more years of service shall receive 20 vacation days.

Continuous Employment: Continuous employment is required for eligibility and refers to the first day of full-time employment to the date of allocation, with **NO** breaks in service.

Allocation of Vacation Days: The allocation of vacation days to eligible employees will occur as of July 1st of each year, or as of the six-month anniversary during the first year of employment.

Substitute and Part-time Employees: Only full-time employees are eligible to receive vacation day allocations. Eligibility and accumulation toward continuous service requirements begin on first day of full-time employment.

Payment of Days Earned Upon Separation from Service: Upon termination of employment or retirement, allocated and earned (but unused) days in the year of termination shall be paid out at the employee's current rate of pay and according to the number of days worked divided by the number of days in the employee's work schedule.

Accumulation: Vacation days may be carried over from the year in which they accrue but may not exceed 30 days. Excess days as of July 31st of each year shall be paid out (at the employee's current daily rate of pay) in August of each year or upon termination or retirement as defined above. "Excess days" are defined as the number of days in excess of the 30-day limitation.

Limit on Use of Vacation Days: Vacation leave shall not exceed five consecutive workdays without supervisor approval.