

1 **Charlo Public School District**

2  
3 **PERSONNEL**

5334

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5 Vacations

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7 Classified and 12-month administrative employees will accrue annual vacation leave benefits in  
8 accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

9 Nothing in this policy guarantees approval for granting specific days as annual vacation leave in  
10 any instance. The District will judge each request for vacation in accordance with staffing needs.

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12 Employees of less than six (6) months duration will not accrue vacation benefits.  
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16 Legal Reference:	§ 2-18-611, MCA	Annual vacation leave
	§ 2-18-612, MCA	Rate earned
	§ 2-18-617, MCA	Accumulation of leave – cash for unused – transfer

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20 Policy History:

21 Adopted on:

22 Revised on:

1 **Charlo Public School District**

3 **PERSONNEL**

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page 1 of 2

5 Vacations

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

15 Vacation is earned according to the following schedule:

17 RATE-EARNED SCHEDULE

19 Years of	20 Working Days
21 <u>Employment</u>	22 <u>Credit per Year</u>
23 1 day - 10 years	24 15
25 10 - 15 years	26 18
27 15 - 20 years	28 21
29 20 years on	30 24

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

32 Maximum Accrual of Vacation Leave

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

38 Annual Pay-Out

40 The District may, in its sole discretion and/or subject to the terms of a collective bargaining  
41 agreement, provide cash compensation in January of each year for unused vacation leave in lieu  
42 of the accumulation of vacation leave.

44 Lump-Sum Payment Upon Termination

46 An employee who terminates employment for reasons not reflecting discredit on the employee

shall be entitled, upon the date of such termination, to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying periods set forth in § 2-18-611, MCA. The District shall not pay accumulated leaves to employees who have not worked the qualifying period.

Legal Reference:      § 2-18-611 - § 2-18-617, MCA

Procedure History:

Promulgated on:

Revised on: