

HOOVER CITY BOARD OF EDUCATION

VACATION POLICY FOR 12 MONTH EMPLOYEES

NEW EMPLOYEES

For the first year of employment, employees that receive 10 vacation days will earn 1 day per month. For the first year only, employees that receive 15 vacation days per month will earn 1.5 days per month. The employee may use these vacation days as they are earned.

Example for a 10 vacation day employee with a hire date of October 20, 2013: The employee will earn 1 vacation day from October 20, 2013 to June 30, 2014 for a total of 9 days. The employee has until December 31, 2013 to use these 9 days.

Example for a 15 vacation day employee with a hire date of July 1, 2013: The employee will earn 1.5 vacation days from July 1, 2013 to June 30, 2014 for a total of 9 days. The employee has until December 31, 2013 to use these 9 days.

CURRENT EMPLOYEES

On July 1st of each year, 12 month employees will receive vacation days in advance for the upcoming year. These days must be used from July 1 of the current year to December 31 of the following year for a total of eighteen (18) months. Vacation time not utilized within the 18 month time period will be forfeited.

Employees that receive 10 days of vacation earn 1 day per month, July 1 through April 15. Employees that receive 15 days of vacation earn 1.5 days per month. July 1 through April 15. Once an employee with more than one year of service works to April 15th, all vacation days have been earned.

Upon termination of employment, vacation time is calculated to determine the number of days earned as of last day employed. An employee will be paid for any unused days that have been earned at their current daily rate of pay. If an employee used more than their earned days at the time of termination, their final paycheck will be reduced by the number of unearned vacation days used at their current daily rate of pay.

Example: A 12 month employee eligible for ten (10) vacation days resigns on October 20, 2013. The employee has earned four vacation days (1 per month for July through October). In the event the employee has used two (2) vacation days, the remaining two (2) days will be paid at the employee's daily rate of pay. In the event the employee has used seven (7) days, the final pay will be reduced for three (3) days at the employee's daily rate of pay.

Employee Signature

Date