

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 423  
CLASSIFIED STAFF**

**ANNUAL LEAVE**

Classified employees will accrue annual leave as dictated in the collective bargaining agreement between the Carson City School District and the Carson Educational Support Association (CESA).

Although newly hired regular employees start earning vacation time upon beginning their assignment, the time does not vest in the employee until a period of six months has been completed satisfactorily. If an employee should be terminated for any reason before completion of the initial six-month period, pay for vacation time earned will not be received.

Use of vacation time must be approved by the supervisor concerned. Except in emergencies and other unusual circumstances, it is expected that the employee will obtain the supervisor's approval in advance. Ordinarily nine and ten-month employees do not take vacation during the months they are assigned to work. Employees who work less than a twelve-month assignment are paid accumulated annual leave in their annualized salary.

Vacation time is credited on a monthly basis in hours rather than days. The number of hours credited to an employee's account is governed by the number of hours assigned on a daily basis. Fractional hour assignments are converted to the nearest quarter-hour for this purpose. No time is earned for assignments of less than four hours, since employees with such assignments are not eligible for vacation time.

Employees are not allowed to accumulate more than 30 vacation days as recorded on June 30<sup>th</sup> of each year. Employees who have annual leave exceeding the 30-day / 240-hour limit by June 30<sup>th</sup> of each year will forfeit all hours which exceed this limit.

Adopted: August 29, 1979  
Revised: January 24, 2006  
December 8, 2009