Eagle Mountain-Saginaw ISD
220918

COMPENSATION AND BENEFITS DED
VACATION LEAVE ADMINISTRATIVE REGULATION

DATE ISSUED: 09/2016 1 of 2
REVIEWED: 5/02/2022
DNA (REGULATION)

Full-time District employees are employees who are in positions
normally filled for 235 days or greater.
An employee wishing to take vacation days must submit a request
to his or her principal or supervisor at least ten (10) business days
in advance of the requested dates. Vacation days will be granted
on a first-come, first-served basis. The principal or supervisor will
consider the following criteria when reviewing the request:
x the effect of the employee’s absence on the educational
program or departmental operations
x the availability of substitutes
x the date the request was submitted
x extenuating circumstances
The number of vacation days is based on service with the District.
A full-time employee in a position requiring a 235-day schedule or
more shall earn two (2) weeks of paid vacation annually. An eligi-ble year is defined as having a start date prior to August 15
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A full time employee in a position requiring a 235-day schedule or
more, who has completed 10 years of service or more with the Dis-� F�H��R�U��P�R�U�H��
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An employee who terminates employment before the end of the fis-cal year will be required to refund a day’s pay for each day of un-earned vacation taken. Vacations earned in one fiscal year must
be taken before December 31
st
 of the following year. With the ap-proval of the Superintendent or Superintendent’s designee, vaca-tion days may be carried forward to a date determined by the Su-perintendent or Superintendent’s designee. When an employee
resigns or retires from the District, the final paycheck will reflect all
compensation for salary, vacation leave not to exceed 40 days, or
any adjustment or balance that may be owed the District.

SEPARATION FROM
THE DISTRICT