

1 Only non-certificated employees who are considered as twelve-month status, and have
2 served in the Melba School District for more than twelve months are eligible to earn vacation leave
3 retroactive to the date of employment. Temporary, eleven month* and school calendar employees
4 are excluded from earning annual vacation leave, except that a temporary, eleven month or school
5 calendar employee who is subsequently hired into a twelve month status within this district without
6 a break in service.

7 Non-certificated twelve-month employee's who are employed for twelve consecutive
8 months. ~~Full-time regular~~ Non-certificated employees (12 months) are entitled to one (1) week of
9 vacation with pay after the first year of employment. After three years, full-time non-certificated
10 employees will be entitled to two (2) weeks of paid vacation. After five years, full-time non-
11 certificated_employees will be entitled to three (3) weeks of paid vacation. Full-time employment
12 must be continuous years to be eligible for increased vacation time.

13 The superintendent of schools or supervisor will establish a vacation schedule for all non-
14 certificated employees of the district.

15 Vacation time may not accrue from one year to the next.

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17 *Eleven month employee's whose hire date is prior to July 1, 2001 shall be entitled to 5 days
18 vacation leave, annually unless there is a break in service.

19 The superintendent of schools or supervisor will establish a vacation schedule for all eleven-month
20 employee's who have been grandfathered into this vacation leave policy.

21 Vacation time may not accrue from one year to the next.
22

23 **Definitions:**

24 **Non-certificated personnel** employed by the Melba School District are hired to serve in positions, which do not require
25 certification as a prerequisite. See policy No. 470.

26 **Full Time Employee:** Any non-certificated employee who works twenty hours or more per week, for five consecutive
27 weeks or more.

28 **Twelve Month Employee:** Any non-certificated employee who is considered full time and works five (5) days a week,
29 fifty-two (52) consecutive weeks per year (approximately 2080 hours). Such employees include but not limited to district
30 office personnel, maintenance and grounds keepers, and transportation supervisor.

31 **Eleven Month Employee:** Any non-certificated employee who is considered full time and works five (5) days a week,
32 forty-eight (48) consecutive weeks per year (approximately 1920 hours). Such employees include but not limited to
33 building custodians.

34 **School Year Employee:** Any non-certificated employee who works according to the school calendar (approximately 190
35 days per year). Such employees include but not limited to educational assistants, building secretaries and clerical, and
36 cooks.



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38 **LEGAL REFERENCE:**

39 Idaho Code Section 33-506

40 Policy No. 470

41 **ADOPTED:** June 14, 1999

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SECTION 400: PERSONNEL