

ST. LOUIS BOARD OF EDUCATION REGULATION

PERSONNEL

COMPENSATION

All Employees

Vacations

TWELVE MONTH CERTIFICATED AND NON-CERTIFICATED EMPLOYEES - All 12-month employees, except Custodial, Maintenance, Grounds, and Trade Leads; and employees within Administrative Compensation Range 1-6, shall earn vacation consistent with the following schedules:

1 day per month or 12 days per fiscal year, July 1 through June 30, during the first five years of continuous employment.

1.25 days per month or 15 days per fiscal year, July 1 through June 30, following five years of continuous employment.

1.67 days per month or 20 days per fiscal year, July 1 through June 30, following 10 years of continuous employment.

1.84 days per month or 22 days per fiscal year, July 1 through June 30, following 12 years of continuous employment.

2.09 days per month or 25 days per fiscal year, July 1 through June 30, following 20 years of continuous employment.

TWELVE MONTH ADMINISTRATORS - Administrative staff within compensation ranges 1 through 6, who are employed on a 12-month basis shall earn vacation at a rate of 1.84 days per month or 22 days per fiscal year, July 1 through June 30, during the first 20 years of continuous employment by the board. Thereafter, administrators who continue to work 12 months for the board shall earn vacation at a rate of 2.09 days per month or 25 days per fiscal year, July 1 through June 30.

FULL-TIME CUSTODIANS, MAINTANENCE, GROUNDS AND TRADE LEADS - staff employed on a 12-month basis shall earn vacation on a pro-

rata basis for the period July 1 through June 30 of each year of employment at a rate of:

<u>Length of Service</u>	<u>Annual Vacation</u>
1-5 years	10 days
6-10 years	11 days
11-20 years	14 days
21+ years	17 days

Vacations (continued)

R4519

VACATION GUIDELINES - As of July 1 of any year no employee shall have more than their approved rate of accrued vacation in accordance with the above schedules. All accrued vacation days in excess of an employee's allowable maximum, as of July 1 of any year, shall be converted to sick leave days, one to one conversion, up to the maximum number of days allowable for sick leave accrual.

Earned vacation days shall be taken with the approval of the department and/or the division head.

If the work year for a 12-month employee is reduced, the employee shall be paid for accrued vacation days for which entitled.

Vacation shall not be earned while an employee is on sabbatical leave or leave of absence without pay.

Unused vacation may be carried over from year to year up to a maximum accumulation of 36 accrued vacation days. Unused vacation days in excess of 36 carryover days shall be lost.

Upon separation from the system, the employee shall be paid for accrued vacation days not to exceed 36 days.

Upon the death of an employee, his/her heirs shall be entitled to receive pay for accrued days for which the employee was entitled.

It shall be the responsibility of the superintendent of schools or his/her representative to develop procedures to assure that all vacation leave used by an employee is properly reported to the payroll office and deducted from the employee's accrued vacation-leave.

References

of Compensation Plan

Regulation approved: June 26, 1990

Revised: December 8, 1998

Revised: June 28, 2022