

Personnel - Management

4150 Vacations

1. Management personnel assigned to the Management Salary Schedule shall be entitled to vacation at the rate of twenty-two (22) days for twelve (12) months service, or a proportional amount for less than twelve (12) months service.
2. No vacation may be accrued after the accumulation of 31 earned vacation days.
3. A management employee will be credited with 1.833333 days of vacation at the end of each calendar month worked if the employee has not exceeded the earning limit of 31 days.
4. A management employee may take vacation prior to earning the days subject to the restriction that no more vacation may be taken than that which will be earned during the current fiscal year.
5. Managers are encouraged to take vacations in the year in which the days are earned.
6. If a manager discontinues service in a management position during a fiscal year and has taken vacation prior to earning it, the number of days owed must be reimbursed by the manager.