	Series Number: 401.14
Title	Administrative Personnel
	Vacations

Full-time and part-time administrative personnel shall be entitled to paid vacation time as described herein.

1. Vacation time shall be earned in accordance with the entitlement schedules outlined herein.
    a. Employees shall begin earning vacation on the first day of eligible employment. However, no vacation time may be used until it is fully earned.
    b. Vacation shall be earned in accordance with the schedule included herein. An earning "year" shall be the 12-month period beginning with each employee's "anniversary date." Anniversary date shall be the employee's date of hire or appointment to a position which qualifies the employee for vacation entitlement.
    c. Vacation time may not be accrued or "carried over" beyond the year of employment during which it is to be used, except that no days will be lost unless they are unused by the end of the 15th month following the end of the employment year in which the time was earned.
    Example: If an employee's anniversary date is May 14, time earned between 5/14/04 and 5/13/05 must be used by 8/13/06 or it will be forfeited.
    d. One continuous vacation period may not exceed four weeks in length unless approved through the accepted approval process.
    e. Vacation shall be used in 30-minute increments.
2. Payment in lieu of vacation will not be authorized, except that persons may receive payment for earned but unused vacation upon termination.
3. Vacation time shall, ordinarily, be requested and approved before it is used.
    a. Scheduling of vacation shall be at times mutually acceptable to the employee and his/her supervisor.
    b. Every effort shall be made to approve vacation for the dates requested; however, departmental/divisional demands may limit the scheduling of certain dates/times. Employees shall be advised of such limitations at the earliest possible date.
    c. Vacation requests shall be made on the form provided.
4. Vacation entitlement for administrative personnel shall be earned under the following guidelines.
    a. First year 15 days
    b. Second year 16 days
    c. Third year 18 days
    d. Fourth year and forward 20 days

    *A “day” is based upon an employee’s normal scheduled hours of work whether full-time or part-time.
5. Holidays occurring during an approved vacation shall not be counted as vacation days.

It is within the Board's discretion to grant exceptions to this policy as may be deemed appropriate.

Date of Adoption	7/1/2000		Legal Reference: (Code of Iowa)
Date of Last Revision	9/14/2020		
Date of Current Revision	3/17/2025		
Related Administrative Procedures and Cross References			