

1 All classified employees, except those in a temporary status, serving more than six (6) months,
2 are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits
3 may not be advanced nor may leave be taken retroactively. A seasonal employee's accrued
4 vacation leave credits may be carried over to the next season, if management has a continuing
5 need for the employee, or paid out as a lump-sum payment to the employee when the season
6 ends (generally in June). The employee may request a lump-sum payment at the end of each
7 season.

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9 Vacation is earned according to the following schedule:

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11 RATE-EARNED SCHEDULE

Years of	Working Days
<u>Employment</u>	<u>Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

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20 Time as an elected state, county, or city official, as a school teacher, or as an independent
21 contractor, does not count toward the rate earned. For purposes of this paragraph, an employee
22 of the District or the university system is eligible to have school district or university
23 employment time count toward the rate-earned schedule, if that employee was eligible for
24 annual leave in the position held with the school district or university system.

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26 Maximum Accrual of Vacation Leave

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28 All full-time and part-time employees serving in permanent and seasonal positions may
29 accumulate two (2) times the total number of annual leave credits they are eligible to earn per
30 year, according to the rate-earned schedule.

31
32 Sick Leave Bank

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34 An employee may contribute accumulated vacation leave to the sick leave bank provided for in
35 2-18-618, MCA. Donation of vacation leave credits to and use of vacation leave credits in the
36 sick leave bank are governed by terms of the current collective bargaining agreement.

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38 Annual Pay-Out

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40 The District will, subject to the terms of a collective bargaining agreement, provide cash
41 compensation in January of each year for unused vacation leave in lieu of the accumulation of
42 vacation leave.

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Lump-Sum Payment Upon Termination

An employee who terminates employment for reasons not reflecting discredit on the employee shall be entitled, upon the date of such termination, to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying periods set forth in § 2-18-611, MCA. The District shall not pay accumulated leaves to employees who have not worked the qualifying period.

Legal Reference: § 2-18-611 - § 2-18-617, MCA

Procedure History:

Promulgated on: February 2007

Revised on: October, 2013

Note: Revision added "Sick Leave Bank" procedures if the classified have a sick leave bank.

Note: September 2013 revision aligned the policy with the district practice of paying out vacation leave by changing the cash out language from "may" to "will". Line 40 Page 1