

**ROLLING HILLS PUBLIC CHARTER SCHOOL POLICY
HOURLY EMPLOYEE VACATION LEAVE & PAID HOLIDAYS**

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1A. General Information

Eligible employees will earn vacation leave and be eligible to take vacation leave in accordance with Idaho Code §§ 67-5334, 59-1603 and 59-1606.

Vacation is a period of exemption from hours worked.

1B. Eligibility

Employees must meet the criteria to qualify as eligible for benefits in order to accrue vacation time. Some employees are ineligible for vacation, such as:

- Employees who regularly work less than 20 hours per week; or
- Employees who are in non-pay status (i.e. on unpaid leave of absence); or
- Temporary employees who are hired to work less than five (5) months, regardless of number of hours worked per week.

An employee who is originally not expected to work five (5) months but who does so is entitled to receive vacation leave benefits retroactively in accordance with the accrual rates within this policy.

1C. Accrual

Employees earn vacation leave for every hour worked or paid (with the exception of paid compensatory leave). For example, employees earn vacation leave while on paid vacation or paid sick leave.

Rolling Hills Public Charter School designates job classifications as either Covered (by the Fair Labor Standards Act) or Administrative/Professional/Computer Worker. The amount of vacation an employee accrues per qualifying paid hour depends on that designation.

In addition, employees are limited in the amount of vacation leave which can be accrued. Those limits are also dependent upon that designation (Covered, Computer Worker, Professional, Administrative, or Executive). The following table reflects the amount of vacation accrued per employee type and corresponding accrual limits.

Vacation Accrual Rates and Limits						
Employee Designation	Hours of Service		Years	Accrual Rate Per Hour	40	30
	Covered	0			10400	0-5 yrs
10401		20800	5-10 yrs	0.05769	240	180
20801		31200	10-15-yrs	0.06923	288	216
31201			15-Forever	0.08077	336	252
Administrative/Professional/ Computer Worker	0	10400	0-5 yrs	0.05769	190	142.5
	10401	20800	5-10 yrs	0.06923	240	180
	20801	31200	10-15-yrs	0.08077	288	216
	31201		15-Forever	0.08077	336	252

*amounts are rounded to the nearest tenth

1D. Use of Vacation Leave

Employees are required to obtain approval from their supervisor prior to the use of vacation leave. Supervisors should approve vacation leave with reasonable consideration for the employee's needs and desires, on the basis of work requirements, and when it will least interfere with the efficient operation of the school (Fall Break, Spring Break and Summer Break).

1D1. Use Prohibited for Accrual. Vacation leave cannot be taken in the same pay period in which it is earned. For example, an employee cannot use the 3.7 hours earned during the current pay period until a subsequent pay period.

1D2. Use Limitations. Vacation leave may not be utilized if it will result in pay in excess of the employee's normally scheduled workweek. For example, if a full-time employee plans Friday off, but works 9 hours per day on Monday through Thursday of that week, the employee's timesheet would reflect:

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
ACT		9	9	9	9			36
VAC						4		4
								40

1D4. Use for Emergency Conditions. If an employee is unable to report to work because of severe weather, road, or other related emergency conditions, and the work facility has not been declared closed or inaccessible by the Administrator, or his designee, the employee shall be permitted to use accrued vacation leave to cover the period of absence from work.

If an employee on approved vacation leave becomes ill, sick leave cannot be substituted. Employee may substitute sick leave if they provide a doctor's note.

1E. Effect of Transfers on Accrued Vacation

An employee's accrued vacation leave transfers with the employee when transferring from one State agency to another with no break in service. (Saturday and Sunday are not considered to be a break.)

2A. Observed Holidays

Eligible employees will receive the following holiday off with pay.

New Year's Day

Martin Luther King Jr. / Idaho Human Rights Day

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Thanksgiving Day

Christmas Day

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