

Board Policy

Descriptor Code: GBRK

VACATIONS

Date: August 4, 2004

Each fiscal year, twelve month employees will receive two (2) weeks paid vacation, and such holidays as designated by the Board.

Twelve month employees with ten (10) years of completed service in the Pickens County School District will earn three (3) weeks paid vacation.

Vacation leave must be approved by the immediate supervisor and must be used in the fiscal year in which it is earned. Unused vacation time will be forfeited.

Upon resignation or termination all twelve month employees will be paid for all unused vacation time accumulated prior to July 1, 2000. This amount of vacation pay will be calculated at the employee's current daily rate of pay.

In the event of the death of a twelve month employee, the employee's spouse, beneficiary or administrator of his/her will, will be issued a check in the employee's name for all vacation pay accumulated prior to July 1, 2000.