

Provo City School District

Policy Series 5000: Personnel

5400 P10



Employee Leaves: Vacation

Vacation is a benefit that is earned by eligible employees for each month worked. Contracted employees who work 240 days or more accrue vacation. The Board of Education believes that taking vacation is important and necessary for the well-being of each employee and, therefore, encourages employees to use their full vacation each year. The date and length of any vacation requested is subject to the approval of the employee's principal/supervisor. Vacation requests during the school year beyond five (5) days, requires approval from a Human Resources Director.

Twelve-month administrators and professional technical employees earn 14 hrs/month. These employees may accumulate vacation to a maximum of 35 days.

Eligible ESP employees earn vacation at the following rates based upon months of employment:

- 0-72 months 8 hours per month
- 73-132 months 10 hours per month
- 133-168 months 12 hours per month
- 169-204+ months 14 hours per month

Eligible ESP employees may accumulate vacation to a maximum of 35 days.

Because vacation is an accrued asset and rightfully belongs to the employee, any unused balance, not to exceed 20 days, shall be paid upon employee-initiated release of employment. There is no vacation payout for a district-initiated release of employment.

Adopted: April 25, 2016

Revised: August 22, 2023