

**ANNUAL LEAVE**

Annual leave is granted to qualifying employees who work 260 days per year, eight hours per day. Annual leave is earned at the rate of 6.66 hours per month for the first year of employment. Thereafter, employees earn at the rate of 10 hours per month. Central office administrators accrue 13.33 hours per month. Employees must be in pay status two weeks before accruing annual leave. Employees in non-pay status do not earn leave. Annual leave will not be advanced to any individual or classification of employee.

Employees are encouraged to use their annual leave for rest, relaxation and personal pursuits. It is in both the employee's and the District's best interests for the employee to take time off occasionally. Except in case of emergency, leave requests should be submitted to the employee's direct supervisor at least seven calendar days prior to the requested leave time if at all possible. Supervisors have the right to deny vacation requests not submitted in a timely fashion or when the vacation time falls at a time that would be inconvenient due to work demands or limited staffing.

In order to encourage the use of annual leave, the District will cap accrual at 240 hours (30 days). ~~Employees who currently exceed this cap will be given until June 30, 2008 to bring their balance below the cap either through using their leave or selling their excess leave. Beginning June 30, 2008,~~ Employees must use annual leave above the cap or they will lose any hours accrued above 240 hours.

Bargaining unit members will be governed by provisions in their negotiated contract.

Reviewed: July 30, 2013  
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NEPN/NSBA Classification: GCDA, GCDB, GDD  
Legal Reference: NRS 391.180