

## **ARTICLE 25**

### **VACATION**

- 25.1 The provisions of this Article apply only to Teaching Associates in twelve (12) month classifications.
- 25.2 The provisions of this Article do not apply to other bargaining unit employees.
- 25.3 Teaching Associates in twelve (12) month classifications shall be entitled to accrue vacation with pay pro-rata according to timebase, based on the following formula: (Timebase) x (16 hours) for each qualifying month of service.
- 25.4 For purposes of computing vacation credit, a Teaching Associate in a twelve (12) month classification who works eleven (11) or more days in a monthly pay period is considered to have completed a month of qualifying service. When an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying pay periods, one (1) of the pay periods is disqualified.
- 25.5 An authorized leave of absence without pay shall not be considered service for the purposes of vacation accrual.
- 25.6 The maximum vacation that can be accrued in one month is 16 hours from all positions combined.
- 25.7 Vacation credits are cumulative to a maximum of eighty (80) hours.
- 25.8 Requests for scheduling vacation shall be submitted in writing to the appropriate administrator at least thirty (30) days in advance. Vacations shall be scheduled by mutual agreement of the employee and appropriate administrator. When authorized to do so by the appropriate administrator, a Teaching Associate may take vacation without submitting such a request.
- 25.9 Upon separation from service or transfer to a classification that is not eligible for vacation, any unused or accumulated vacation shall be paid.