

**Vacation Leave for Twelve-Month Personnel**

- A. Twelve-month personnel will be allowed two (2) weeks (ten workdays) of vacation annually, provided they have been employed at least nine (9) months of the previous fiscal year. Personnel who have been employed less than nine but at least six (6) months of the previous year will be allowed one (1) week (five work days) of vacation.
- B. Up to five (5) days of previously earned leave may be extended beyond 90 days of the current fiscal year. Those not used will be forfeited.
- C. Vacation time may not be “borrowed” from future years or taken before it is earned.
- D. Upon leaving the RESA, the employee shall leave at a date which includes the unused vacation days, thereby allowing the employee to leave early to the extent of the unused vacation days, up to, but not to exceed ten (10) days.
- E. When an employee is involuntarily terminated, the Executive Director has the option of providing early release in the amount of unused vacation leave.
- F. An employee shall submit vacation leave requests in writing to his/her immediate supervisor at least five (5) work days prior to the requested date of leave.

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**Adopted: April 22, 2005**  
**Last Revised: August 23, 2017**