

## UNUSED VACATION DAYS FOR 12-MONTH EMPLOYEES

Employees who work on a 12-month basis are required to use their vacation days by January 1 following the end of the school fiscal year in which these vacation days were earned or the days will be lost.

If an employee in this category obtains approval from the Board of Education for a resignation or retirement from employment with the Brandon Valley School District before all earned days are used or the deadline date of January 1 is reached, the unused vacation days will be reimbursed at the daily salary rate in force when the unused days were earned.

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Contract Ref: Classified Personnel Handbook: Vacations