

B. Vacation

Children First/CIS provides annual vacation with pay to all full-time permanent employees according to the following schedule. Vacation time is prorated for employees working less than 30 hours:

From beginning of year 1 to the completion of year 4 of service - 10 working days per year

From beginning of year 5 to the completion year 9 of service - 15 working days per year

10 plus years of service - 20 working days per year

~~This time will be prorated for new employees based on the calendar year. This proration will be used for both the first and last year of employment. The allowance for vacation is advanced on the anniversary date for each employee to be earned over the subsequent 12 months.~~

Employees begin accruing vacation and leave time from their first day of employment, but will not be permitted to take vacation or leave time during the first three months of employment.

At the discretion of the Executive Committee and Executive Director or designee, employees may be given credit for prior work experience in determining the appropriate place on the vacation schedule.

Vacation requests must be coordinated and approved by the Executive Director. The Board President will approve the Executive Director's leave. Employees shall be able to take accrued vacation leave when he/she has completed three months of employment.

~~Employees shall be allowed to carry over unused vacation time into a subsequent calendar year. Maximum amount to be accrued is 10 days. Vacation time will be balanced on the 31st of December each year. Employees are encouraged to use their vacation time within the year in which it is earned. If an employee does not use all his/her vacation prior to the end of the anniversary year, up to 10 days (prorated based on the employee's full-time equivalent (FTE)) of accrued but unused vacation may be carried over into the next anniversary year and the remainder is forfeited.~~

Upon separation from employment, an employee shall be paid for accumulated vacation leave from the day of separation, not to exceed the maximum accrual rate provided above. If an employee has used advanced vacation time in excess of what he or she has actually earned as of the date of his or her separation from employment, any vacation time used in excess of what the employee actually earned will be deducted from the employee's next paycheck.