

ARTICLE 9. VACATION

9.1 Eligibility.

9.1.1 Full-time employees and all part-time, twelve (12) month employees regularly assigned to work a minimum of forty (40) hours per biweekly pay period shall earn vacation as specified in this section.

9.2 Vacation Accrual, Full-Time, Twelve (12) Month Employees. This also includes full-time twelve (12) month Discovery Club employees working 32.5 hours per week.

9.2.1 A new employee or an employee in the first year of a twelve (12) month assignment shall accumulate the pro rata equivalent of fifteen (15) days of vacation for the full twelve (12) month work year. The formula is .0576 times each hour paid on the payroll, rounded to the nearest hour.

9.2.2 After one (1) year of service as a twelve (12) month educational assistant, the employee shall accumulate the pro rata equivalent of twenty (20) days of paid vacation for the full twelve (12) month work year. The formula is .0769 times each hour paid on the payroll, rounded to the nearest hour.

9.2.3 After ~~ten~~ **five(40)5** years of service as a twelve (12) month educational assistant, the employee shall accumulate the prorata equivalent of twenty-two (22) days of paid vacation for the full twelve (12) month work year. The formula is .0846 times each hour paid on the payroll, rounded to the nearest hour.

9.2.4 A maximum of one hundred twenty (120) hours of unused vacation may be carried over from one (1) calendar year to the next. An employee may be permitted to carry over more than the maximum one hundred twenty (120) hours upon written approval of the supervisor or program administrator.