

PASCO SCHOOL DISTRICT NO. 1

5334P

PERSONNEL

Vacations

Qualifying employees requesting payment for unused vacation days shall submit a written request for such payment to Employee Services for approval. The request may be made once per year in accordance with board policy. The deadline for submittals will be established by Employee Services. The rate of pay will be calculated on the basis of the annual contracted salary divided by the number of work days in the employee's contract. The payment will be reflected in the following month's payroll.

Adoption Date: April 22, 2021