

**MESSA SIDEBAR**

**August 2024**

**ARTICLE XIII VACATIONS**

Section 13.1

Year-Round employees accrue time based on the following schedule:

<b>Years of Service</b>	<b>Annual Time Off</b>	<b>Monthly Accrual</b>
First year (0-12 months)	5 days*	0.4 days per month
After the first through sixth (13-72 months)	15 days	
After the sixth (73-84 months)	16 days	
After the seventh (85-96 months)	17 days	
After the eighth (97-108 months)	18 days	
After the ninth (109-120 months)	19 days	
After the tenth (121-132 months)	20 days	
After the eleventh (133-144 months)	21 days	
After the twelfth (145-156 months)	22 days	
After the thirteenth (157-168 months)	23 days	
After the fourteenth (169-180 months)	24 days	
After the fifteenth (181+ months)	25 days	

\*First year employees will accrue vacation on a monthly basis, prorated based on hire date. Employees who accrue vacation leave shall be permitted to roll over up to five (5) vacation days from one year to the next.

Section 13.2 Vacation time shall be computed and accrued as of each employee's anniversary date of employment. Employees who will receive 25 days of vacation leave shall receive their vacation accrual on July 1. Vacation time may be taken at a time approved by the employee's immediate supervisor. Vacation time must be taken within one year of the year in which it is accrued. In a year where the employee is unable to expend annual leave due to unusual circumstances, the employee's building principal or director may submit a letter of exception to the Superintendent of Schools to request an extra time period for expending said annual leave.

Section 13.3 Upon termination an employee shall be paid for all unused vacation time based upon their then current rate of pay.

Section 13.4 Employees who transfer permanently moved into positions which have a normal work schedule of fifty- two (52) weeks per year will be credited with years of service in less than fifty-two (52) week MESSA covered positions on a pro-rated basis and will receive their vacation time immediately. Their first date in their new role will then become their anniversary date. An employee who worked one hundred and eighty-one (181) in a school year would be credited for one hundred and eighty- one (181) over two hundred and sixty (260).

Example: An employee who is hired for school year administrative assistant position (195 days) 8/25/2017 transfers to a year-round administrative assistant position (260 days) 8/1/2024.

(195/260=.75\*7 = 5.25 years. Employee would receive 15 days of vacation leave on 8/1/2024, and another accrual of 16 days on 8/1/2025)

Section 13.5 Requests for vacation leave will be in writing or through the online platform by the employee and approved or disapproved by the supervisor based on seniority, wherever possible, within each building. A response to the employee's request for vacation leave shall be given in a timely manner by the employee's supervisor. An employee's choice of vacation time shall not be denied unreasonably

Merrimack School District

Merrimack Support Staff Association

By: Everett Olseu Jr.

Date: 08 / 23 / 2024

By: Cyuthia Poirier

Date: 08 / 25 / 2024

Merrimack School Board

By: Lori Peters

Date: 08 / 24 / 2024

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*Everett Olsen Jr.*

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