

**Riverside Cemetery District
Board Policy**

VACATION

Policy 71

Paid vacations are granted to regular full-time. Employee must advise of the vacation in advance with the Board of Trustees and it shall not conflict with work requirements of the cemetery. Accordingly, paid vacation is provided as follows:

- 1) 12 months or less of continuous employment accrues 4 hours per month or 48 hours per year (6 days)
- 2) 2 through 5 years of continuous employment accrues 6.67 hours per month or 80 hours per year (10 days)
- 3) 6 through 10 years of continuous employment accrues 10 hours per month or 120 hours per year (15 days)

After 10 years of continuous employment vacation accrues 12 hours per month or 144 hours per year (18 days)

Adopted: 11/9/2004