



1405 PROGRESS PKWY, VIRGINIA, MN 55792 | 218.749.5437 | FAX: 218.741.8522 | WWW.RRPS.ORG

AFSCME Local Union #3 Vacation Carryover

July 1, 2023 – June 30, 2025

Article 8, Section D, Subd 1. Vacation Carryover:

Employees may carryover up to 120 hours they are eligible to accrue, from year-to-year based on a calendar year. By May 31 of each year, part-time employees must notify the office if they intend to carryover their vacation accrual or if they would prefer to pay it out. If an employee does not make a determination by May 31, of each year, their vacation shall be paid out by the last payroll of June.

Full-time employee must notify the office of their intent to carryover their vacation accrual by August 31 of each year. If a full-time employee does not make a determination by August 31, their vacation shall be paid out by the last payroll in September.

Article 8, Section D, Subd. 4. Vacation Use on Student Contact Days.

Part-time employees shall be allowed to take seven (7) days of vacation every year during student contact days at the discretion of the employee's supervisor.

12-month employees shall be allowed to take twelve (12) days of vacation every year during student contact days at the discretion of the employee's supervisor.

Employee Name (print): _____

Remaining balance up to 120 hours (check box). ☐

or

Specific amount of hours to be carried over _____

By signing this form, I am requesting my vacation to be carried over as noted above.

Employee Signature: _____ Date: _____

Return completed form to Business Office.



SUPERINTENDENT: DR. NOEL SCHMIDT