

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

Bus drivers and child nutrition personnel shall be paid for holidays but shall not receive vacations. Holidays shall be set yearly by the supervisor. Holiday pay shall be based on the number of hours in the employee's regular scheduled workday, not to exceed eight hours.

12-Month or 260- Day Employees

All personnel who are paid on a biweekly basis and whose positions are on a 12-month or 260-day basis shall be paid for holidays and shall be eligible for vacation as follows:

1. An employee hired in a permanent status position shall be eligible for one week (five days) of vacation time if continuously employed by the District for at least six months from the date of employment.
2. An employee hired in a permanent status position shall be eligible for two weeks (ten days) of vacation time if continuously employed by the District for at least 12 months from the date of employment.
3. Each employee in a permanent status position shall be eligible for ten days of vacation each year thereafter.
4. Beginning July 1, 2019, ~~Vacation~~ vacation time shall not ~~accrue~~ accumulate from year to year and an employee shall not receive payment for unused days at the end of the school year. It shall be taken during the year of eligibility ~~or as soon thereafter as possible,~~ as approved by the supervisor.
5. Vacation scheduling shall be subject to departmental approval. Certain departments require employees to observe vacations during specific months of the year because of operational requirements. The supervisor shall normally set a tentative vacation schedule at the beginning of each school year.
6. Vacations cannot be taken consecutively. (An employee may not take a vacation the last ten days of the first 12 months of employment and take the next vacation the first ten days of the second year of employment.)
7. The supervisor shall set up procedures for leave prior to and after holidays.

Eligibility for Unpaid Vacation

Unpaid vacation shall be provided for all classified or professional employee who is paid monthly and are employed on a 226-day or more work calendar on the following basis.

Accrual of Unpaid Vacation Days

Accrual of unpaid vacation days for a classified or professional employee who is employed on a 226-day or more work calendar

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shall begin immediately in accordance with the employee's published work calendar.

The number of unpaid vacation days shall be determined annually based on the school calendar approved by the Board. Unpaid vacation days shall be advanced to the employee at the beginning of each employment year.

For professional employees, unused days in excess of the maximum shall be lost. For classified employees, unused days in excess of the maximum shall be converted to compensatory time.

**Use of Accrued
Unpaid Vacation
Time**

Usage of unpaid vacation days by classified and professional employees who are employed on a 226-day or more work calendar shall be subject to approval by the immediate supervisor. Departments may require employees to observe vacations during specific months of the year because of operational requirements.

No more than ten unpaid vacation days may be taken consecutively unless approved by the Superintendent or designee.

**12-Month Employees
Other Than 260-Day
Bi-Weekly
Employees**

Nonpaid, nonworking days shall not accrue. Such eligible days must be taken with prior approval by the supervisor during the current 12-month period but no later than the first day of the 18th month (December).