

**Cedar Hill Independent School District
BOARD OF TRUSTEES**

Meeting Date: September 13, 2010
Presented by: Mr. Horace Williams, Superintendent of Schools
Subject: Consider Policy DED (Local) on Second Reading

Action Item

BOARD GOAL:

Recruit, develop and retain highly qualified employees in an environment that embraces diversity.

This agenda item addresses employee holidays and vacation.

BACKGROUND INFORMATION:

Policy DED (Local) – Compensation and Benefits / Vacations and Holidays has been reviewed by staff for needed changes/clarifications as follows:

Identifies each holiday observed and the number of days off for each for 240+ day personnel paid on a semimonthly basis.

Codifies the method for calculating available vacation days for employees who work only a portion of a year.

RECOMMENDATION:

It is recommended that the Board review the proposed Policy DED (Local) as attached. Please note: As requested, language has been added to clarify the issue of using a holiday as a make-up day for inclement weather.

This will constitute the second reading of the Policy.

BOARD ACTION REQUIRED:

Motion to approve Policy DED (Local) as attached.

POLICY AUTHORIZATION:

BF (Local) – Board Policies

CONTACT PERSON:

Carrie Alexander, Executive Director for Business Services
L. Kim Lewis, Chief Operating Officer

FUNDING SOURCE:

N/A

ENCLOSURES:

Policy DED (Local) as proposed for consideration.

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

PAID HOLIDAYS

Personnel paid on a semimonthly basis and employed in positions normally requiring 240 or more days of service shall receive the following paid holidays, with actual dates established according to the schedule determined annually by the District:

Holiday	Day(s)
New Year	1
Martin Luther King, Jr. Day	1
Memorial Day	1
Independence Day	1
Labor Day	1
Thanksgiving	2
Winter Break	2

In the event that a scheduled holiday is converted to a school day due to inclement weather or other unforeseen event, the observance of said holiday will be rescheduled by the District.

PAID VACATION

Personnel paid on a semimonthly basis and employed in positions normally requiring 240 or more days of service shall be eligible for paid vacation as follows:

1. An employee shall be eligible for five days of paid vacation after being continuously employed by the District for at least six months from date of employment.
2. An employee shall be eligible for ten days of paid vacation after being continuously employed by the District for at least 12 months from the date of employment.
3. An employee shall be eligible for ten days of paid vacation each year thereafter.

Vacation days shall be earned at a rate of one day each 25 days of employment. Vacation days shall not be allowed to accumulate. Use of vacation days shall require advance approval by an employee's immediate supervisor. Vacation days shall be taken during the year of eligibility, or as soon thereafter as possible, as approved by the employee's immediate supervisor.

Each supervisor shall establish procedures for use of leave prior to and

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

after holidays. An employee shall not be permitted to consecutively schedule vacation days received in different school years (e.g. An employee cannot schedule a vacation the last five days of the first 12 months of employment, and the next vacation the first ten days of the second year of employment.).

Due to operational requirements, certain departments must require an employee to use vacation days during specific months of the year. A tentative vacation schedule shall be established by each department supervisor at the beginning of the school year.