

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

Vacation Leave

The Board recognizes the value of time off and the need for vacation leave. The intent is for full-time employees to take their vacations during the year and not carry vacation days into the next year. Reality dictates that occasionally project deadlines and seasonal workloads may compromise employees' vacation plans. Supervisors and administrators shall allow as much latitude as practicable to accommodate 12-month employees. Because the District allows employees to retain 15 carry forward vacation days as a convenience to the employees, the District may restrict vacation to the current year earned if it causes undue hardship on the District.

Full-Time Employees

Only permanent, full-time, 12-month positions shall be eligible for vacation leave. The use of any employee leave requires the advance approval of the immediate supervisor and administrator and is dependent upon the ability of each department to maintain delivery of services.

Maximum Number of Accumulated Days

Eligible employees shall annually earn a maximum of ten vacation days at one day per month from September 1 through June 30. Employees who earned more than ten days per year before May 16, 1995, shall earn one-tenth of their vacation rate per month up to their maximum per year. New District employees may not use vacation days until they have worked six months. Employees promoted or assigned to a 12-month position shall be eligible for pro-ration of the maximum ten-day vacation leave. If an employee is promoted/assigned in the first half of a calendar month (by the 15th of each month), he or she shall be eligible for a day for that month. A terminating employee who works through the 15th of the month shall also be eligible for a vacation day for that month.

Pay for Vacation Time

Unused vacation leave shall be paid at the end of employment with the District. Effective with the 1999–2000 school year, 15 days shall be the maximum amount eligible for remuneration.

Vacation Leave Prior to May 16, 1995

Employees who accrued more than ten days of vacation before May 16, 1995, shall retain and maintain the number of days they earned before that date. Effective for the 1999–2000 school year, 20 days shall be the maximum amount eligible for remuneration.

Maximum Accrual

Employees may carry unused earned vacation leave from one ~~fi-~~ ~~cal~~ year to the next with a maximum of 15 days. **The end of a year for this purpose is August.**