

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

12-MONTH
EMPLOYEES

For the purposes of this policy, 12-month employees are those professional, paraprofessional, or computer specialist employees whose work calendars are ~~231~~ 226 or ~~236~~ 231 days in length. The calendar year for compensation purposes shall be from July 1 to June 30.

All 12-month employees must submit their annual work calendar to their supervisor each year. In addition, any revisions must be submitted to and approved by the supervisor. Days not worked by the Superintendent shall be approved by the Board President.

Twelve-month administrative-level employees shall not receive overtime or compensatory time, and shall be available for service beyond the regular workday as needed by the Superintendent.

Paraprofessional and computer specialist employees shall be employed on a ~~236~~ 231 day work calendar.

AUXILIARY
EMPLOYEES

The following compensation and benefit plan provisions pertain only to auxiliary employees who are employed in positions generally filled for 260 days per year. Hereafter, the term "full-time" shall refer to those auxiliary employees who are employed a minimum of 30 hours per week in a position generally filled for 260 days per year for auxiliary employees. Full-time employees include custodial and maintenance employees in 260-day auxiliary positions. [See also DCD]

HOLIDAYS

Full-time auxiliary employees shall receive six paid holidays per year: the Fourth of July, Labor Day, Thanksgiving Day, the Friday immediately following Thanksgiving, Christmas Day, and New Year's Day, or the preceding Friday or following Monday, as designated by the Superintendent, if any such holiday falls on a Saturday or Sunday.

VACATION

For the sole purpose of determining vacation accrual rates, a "year of service" shall begin July 1 and end June 30. All full-time auxiliary employees, including those hired after July 1, shall accrue two days of vacation on July 1. During an employee's first year of service, additional vacation days shall accrue at a rate of one-half day per month up to a maximum total of five days. After July 1 (which begins the second year of service) vacation days shall accrue at a rate of one day per month up to a maximum total of ten days.

All vacation days must be used within the 12 calendar months of the year, between July 1 and June 30, in which vacation days are earned. When an employee who has used more vacation than he or she has accumulated ceases to be employed by the District, the cost of the unearned vacation days shall be deducted from the employee's final paycheck.

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Any vacation days not used between July 1 and June 30 shall be forfeited unless approved by the Superintendent for extenuating circumstances. No compensation shall be paid for accrued vacation for a full-time auxiliary or paraprofessional employee or computer specialist who leaves District employment on his or her own accord. If the District initiates the auxiliary employee's termination, the employee shall be reimbursed at his or her daily rate of pay for all accrued vacation days up to the point of termination.

The specific days on which a full-time employee wishes to use his or her vacation must be approved in advance by the supervisor, director, or administrator in charge.