

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

**Vacations**

Full-time hourly wage employees in positions normally requiring 12 months of service shall earn paid vacation time at the rate of one day for each 25 days of employment during the year. All vacation time must be scheduled and approved by the supervisor, and employees shall be encouraged to take vacations during the months of June and July. Vacation time may not be accrued above ten days in a year and may be carried over until October of the following school year.

Vacation shall be made available at the beginning of the school year. Paid vacation shall not be approved for more workdays than have been accumulated in the prior year plus those to be earned during the current year.

Compensation for unused vacation time not yet scheduled upon the retirement or termination of an employee shall be added to the final check to the employee.

**Holidays**

Full-time hourly wage employees in positions normally requiring 12 months of service shall be granted ten paid holidays in a calendar year to be scheduled by the executive director for human resource development or designee.