

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

Employment Year	All vacation calculations under this policy shall be made using an employment year of July 1 through June 30 each year. Vacation for a fiscal year shall be calculated based on employment through June 30 of each year.
Vacation	Maintenance and custodial employees assigned to positions normally requiring 12 months of service shall receive one day of paid vacation for each month of employment.
Maintenance and Custodial Staff	
Use of Vacation Days	The Superintendent shall approve all use of vacation days.
Noncumulative	Available paid vacation days shall be forfeited if not used in the fiscal year following the year in which they are earned. The District shall not pay for any unused vacation days.
Holidays	Maintenance and custodial staff shall receive paid holidays for:
Maintenance and Custodial Staff	<ol style="list-style-type: none">1. Labor Day2. Thanksgiving (two days, Thursday and Friday)3. Christmas (two days, December 24 and 25)4. New Year's Day (one day, January 1)5. Martin Luther King, Jr. Day6. Easter (one day, Good Friday)7. Memorial Day8. Independence Day
	If a paid holiday falls on a Saturday or Sunday, the following work-day shall be a holiday.
Lunchroom Staff	Lunchroom staff shall receive paid holidays for Christmas Day and Thanksgiving Day.