

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

**Paid Vacation–
Auxiliary Employees**

After an auxiliary employee has served for one year in a position normally requiring 12 months of service per year, the employee shall be entitled to ten days of paid vacation per year. After an auxiliary employee has served for ten years in such a position, the employee shall be entitled to 11 days of paid vacation per year. For each additional year of employment after ten years, the employee shall be entitled to an additional day of paid vacation, to a maximum of 15 days of paid vacation earned per year.

Paid vacation days shall be permitted to accumulate to a maximum of 20 days. Any days earned in excess of the maximum accumulation shall be forfeited. Upon termination of the employee's employment with the District (whether through retirement, resignation, or some other means), payment shall be made for any unused accumulated vacation days, to a maximum of 20 days.

Use of paid vacation days shall be scheduled with approval from the employee's immediate supervisor, with consideration given to the effect of the employee's absence on the District's operations and the educational program and the availability of substitutes, if applicable.