

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

**Salaried Employees**

Salaried employees working full-time for 243 days or more per school year shall earn paid vacation at the following rate:

1. Up to ten years of service—ten days per year.
2. More than ten years of service—15 days per year. For purposes of earning paid vacation, any three-year break in service occurring after June 2, 1980, shall cancel all creditable service prior to the break in service.

Vacation days for the current year shall be made available at the first pay period of each school year. Days shall be prorated for individuals whose employment begins after the first pay period. Vacation days must be taken by December 31 following the end of the school year in which they were earned.

A salaried employee must be employed by the District for ten months before accrued vacation is earned. If a salaried employee takes accrued vacation but separates from employment prior to the end of the tenth month, all vacation taken shall be repaid at the employee's daily rate of pay.

If an employee separates from employment with the District and has taken more vacation than he or she has earned, the unearned vacation shall be repaid to the District at that employee's daily rate of pay.

**Hourly Employees**

Hourly employees working 80 hours per pay period for 243 days or more per school year shall earn paid vacation at a rate of 4.44 hours per pay period, not to exceed ten days per year.

Hourly employees working 40 hours per pay period for 243 days or more per school year shall earn paid vacation at the rate of 2.22 hours per pay period, not to exceed five days per year.

After 120 months of service, hourly employees working 80 hours per pay period for 243 days or more per school year shall earn paid vacation at a rate of 6.664 hours per pay period, not to exceed 15 days per year.

Vacation is earned beginning with the first pay period in a school year and must be used by December 31 following the end of that school year. Vacation taken but not earned shall be deducted at the employee's hourly rate of pay.

**Unused Vacation**

When an individual's employment ends with the District, any unused vacation days shall be utilized in determining the final day of service. An employee will not otherwise be compensated for unused vacation. Unused vacation days are calculated from July 1 to the last day of service.