

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

**Vacations**

After one calendar year of employment, maintenance employees in positions normally requiring 12 months of service shall be granted five days of paid vacation. After five calendar years of service, such employees shall be granted ten workdays of paid vacation annually.

Scheduling of vacation days shall require prior approval of the immediate supervisor.

Vacation days not used within the duty year during which they were earned shall be forfeited. Unused vacation days shall not be reimbursed upon the employee's resignation, retirement, or any other termination of employment with the District.

The Superintendent or designee shall develop specific procedures for implementing this policy.