

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

<b>Paid Vacation Days</b>	<p>Each full-time employee in a position normally requiring 12 months of service annually shall receive ten paid vacation days per school year.</p> <p>An eligible employee earns paid vacation days on a prorated basis beginning on September 1 each year. An eligible employee hired after September 1 shall earn paid vacation days on the same prorated basis.</p>
Earning Paid Vacation Days	
Use of Paid Vacation Days	<p>Paid vacation days must be used in the year, starting September 1, in which they are granted. Employees shall not receive additional pay for unused paid vacation days at the end of each year.</p> <p>Use of paid vacation days shall not exceed the limit of consecutive workdays allowed for discretionary use of state personal leave. [See DEC(LOCAL)]</p>
Approval	<p>The Superintendent or designee shall approve all requests for paid vacation days. In approving requests, the Superintendent or designee shall consider the effect of the employee's absence on District operations.</p> <p>The employee shall submit a request for paid vacation days no later than two weeks prior to the requested time of use.</p>
Accumulation	<p>Paid vacation days earned after September 1, 2018, shall not accumulate from year to year. An employee who earned paid vacation days prior to September 1, 2018, may submit a request to the Superintendent or designee to use those accumulated paid vacation days.</p>
Reimbursement Upon Separation	<p>An employee may be reimbursed for up to ten unused paid vacation days upon separation from employment if:</p> <ol style="list-style-type: none"><li>1. The employee's separation from retirement is voluntary; i.e., the employee is retiring or resigning and is not being discharged or nonrenewed;</li><li>2. The employee has a least ten years of service with the District; and</li><li>3. The employee provides advance written notice of intent to separate from employment. Contract employees must provide written notice at least 90 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.</li></ol> <p>Upon separation, an employee forfeits any unused or unreimbursed vacation days earned prior to September 1, 2018, and shall not be reimbursed for those days.</p>