

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

**Vacation**

After one calendar year of employment, each employee in a position normally requiring 12 months of service shall be granted five workdays of paid vacation annually. After two calendar years of service, such employees shall be granted ten days of paid vacation annually.

Scheduling of vacation days shall require prior approval of the immediate supervisor. Vacation days shall be scheduled by an employee when students are not in attendance; however, in extenuating circumstances, the Superintendent may grant permission if prior approval is requested by the employee.

Vacation days not used within one calendar year from the date 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 shall develop specific procedures for implementing this policy.

**Holidays**

The Superintendent shall establish a schedule of paid holidays for full-time maintenance, grounds, and custodial employees in positions normally requiring 12 months of service. Paid holidays shall be taken in accordance with administrative regulations.