

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

Vacation Days

Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days. For purposes of this policy, this shall include employees who work at least 20 hours per week during the duty year (school year and summer work-days), less any earned vacation.

Eligible employees with ten or fewer years of service in the District shall earn ten days of vacation per year.

Eligible employees with 11 or more years of service in the District shall earn 15 days of vacation per year.

Accumulation

Vacation days shall accumulate to a maximum of 20 days for an employee with ten or fewer years of service and a maximum of 30 days for an employee with 11 or more years of service.

Separation from
Service

An employee who provides at least two weeks advance written notice to his or her immediate supervisor of intent to separate from employment shall be paid for all unused vacation days at the employee's current daily rate.

An employee dismissed for cause or who fails to provide written notice two weeks prior to separating from service with the District shall receive no compensation for any unused vacation days.

Use

The employee handbook shall include guidelines for submitting requests for use of vacation days.

Holidays

Eligible employees in positions normally requiring 12 months of service annually shall receive paid holidays in accordance with the employee's duty schedule and administrative regulations.

[See DEAB for overtime pay provisions.]