

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

<b>Support Staff Vacations</b>	Full-time nonprofessional employees shall receive paid holidays and paid vacation days (with late hires receiving days on a pro-rated basis).
<b>Biweekly Employees</b>	The biweekly 261 total day category includes employees in the athletics, media center, maintenance, security, warehouse, facilities, transportation, and food service departments, as well as District custodians.
<b>Academic Calendar</b>	Total working days, vacation days, and paid holidays shall be determined based on the District employee academic calendar.
<b>Holiday Eligibility Criteria</b>	Employees who receive paid holidays are required to be at work the day before and the day after a holiday, if those days are scheduled workdays, to be eligible for holiday pay unless written medical, physical, or other justification is provided and approved by their respective administrators prior to the absence.
<b>Vacation Days</b>	All classified personnel who are eligible for vacation leave shall take paid vacation days by August 31 of each year upon approval of the immediate supervisor. Paid vacation days shall be earned according to the District formula and may not be accrued.
<b>Worked Vacation or Holiday</b>	When requested by the District, an employee working a scheduled vacation or a paid holiday shall receive regular pay in addition to vacation or holiday pay. If the employee separates from the District before completing his or her annual working days, vacation days shall be paid according to the prorated number of days earned.
<b>Break in Service</b>	A continuing employee who has a break in service due to an approved unpaid leave of absence and is reinstated later during the school term shall earn a prorated number of vacation days based on the number of completed days he or she actually worked for that school term. Vacation days shall be paid as whole days only; no credit shall be given for partial days.