

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(REGULATION)

Paid Vacation

The District will provide paid vacation time for all employees in 12-month, full-time assignments.

Accrual

Vacation days are accrued annually according to the following stipulations.

First Year

During the first year of employment, employee vacation time will accrue 5/6 of a day of vacation for each month worked up to ten days.

Second and
Subsequent Years

After the first year of employment, vacation shall accrue as follows:

One through nine years of continuous service	two weeks (10 days)
Ten through 18 years of continuous service	three weeks (15 days)
Nineteen years or more of continuous service	four weeks (20 days)

[See DED(LOCAL)]

**Carryover of
Vacation Days**

Employees are expected to use vacation days in the year in which they are earned. However, employees may accumulate and carry over vacation for a total maximum of 30 days. [See DED(LOCAL)]

In emergency situations of the District, the Superintendent may allow for all eligible employees the opportunity to carry vacation over the maximum for up to one year (50 days total).

**Scheduling
Vacations**

The time vacation is taken is subject to approval of the employee's immediate superior. It is the responsibility of the department head or principal to ensure that all vacation days are scheduled to be used during the current year. [See DED(LOCAL)]

**Payment for Unused
Vacation Days Upon
Termination or
Retirement**

Employees will receive a lump-sum payment for earned, accumulated, and unused vacation upon separation of employment for any reason. Unused vacation days not to exceed 50 days will be paid to an employee retiring from the District in a year where an emergency carryover has been allowed. [See DED(LOCAL)]

Consultation

This regulation has been through consultation (Administrative: May 27, 2020; Instructional: May 27, 2020; Noninstructional: May 27, 2020).

**Maintenance
Responsibility**

The chief human resources officer is responsible for the maintenance of this regulation.