

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

**Eligibility for Paid
Vacation**

Paid vacation shall be provided for at-will full-time 260-day classified employees on the following basis.

Accrual

Accrual of paid vacation days shall begin immediately if the employee is employed prior to the 15th of the month or on the first day of the next month if the employee is employed on or after the 15th of the month.

1. Vacation credit shall be earned on the following basis:
 - a. For the first seven years of continuous service with the District, paid vacation shall be earned at the rate of 0.833 of a day for each month of service, up to an annual maximum of ten days.
 - b. For eight through 15 years of continuous service with the District, paid vacation shall be credited at the rate of 1.25 days for each month of service, up to an annual maximum of 15 days.
 - c. For 16 or more years of continuous service with the District, paid vacation shall be credited at the rate of 1.666 days for each month of service, up to an annual maximum of 20 days.
2. Not more than 60 days of unused paid vacation may be carried forward from one year to the next. Unused days in excess of the maximum shall be lost.

**Use of Accrued
Vacation Time**

Use of accrued paid vacation days shall not be allowed until one year after the date of employment.

Time of usage of paid vacation shall be subject to approval by the immediate supervisor.

**Reimbursement for
Unused Accrued
Vacation Time**

At the time of retirement or termination, the employee shall be compensated for all unused paid vacation days at the employee's current daily rate of pay.

Grandfathered Staff

Employees hired prior to July 1, 1992, shall suffer no loss of accrued vacation days earned before that date.

Holidays

Eligible classified employees shall receive payment for holidays not worked as listed on the respective work calendar and as provided for in the annual salary and benefits plan.

Nonduty Days

Nonduty days, in lieu of vacation days, shall be provided on the following basis for employees employed for a minimum of 226 days:

1. The number of nonduty days shall be based on the difference between the number of annual workdays established in the

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respective work calendar, the number of holidays scheduled on the respective work calendar, and the number of contract days specified in the employee's annual contract.

2. Nonduty days for exempt employees shall be used during the employment year and shall not be carried forward from one year to the next. Days not used by June 30 shall be lost, except as provided in this policy.
3. Exempt employees may request the use of nonduty days beyond the employment year. Such requests must be made on or before June 30 and must be approved by the Superintendent or designee. Use of nonduty days beyond the contract year may only occur during July and August.
4. Nonduty days for nonexempt employees shall be used during the employment contract year and may not be carried forward past June 30.
5. Employees retiring from or terminating employment prior to the completion of their annual contract shall be paid for only those days worked in fulfillment of their contract.