

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

Non-Workdays

All full-time personnel shall be entitled to non-workdays during the school year as specified in the official school calendar adopted by the Board, as specified by job category, and as established by the Superintendent.

Full-time certified personnel employed as teachers shall be entitled to non-workdays during the school year as specified in the official school calendar adopted by the Board. All other full-time certified employees shall be entitled to non-workdays as established by the Superintendent.

Holiday Pay

Transportation and food service employees, as specified by job category, shall be entitled to holiday pay during the school year as specified in the District's Salary Handbook.

Paid Vacation

Only employees hired prior to September 1, 2018, and meeting the requirements below shall receive paid vacation days.

After five years of service, non-campus personnel in positions normally requiring not less than 226 days of service shall be eligible for one day of paid vacation for each additional year of completed service up to a maximum of five days upon completion of ten years of service. After ten years of service, eligible employees shall earn a maximum of five days of paid vacation per year.

In deciding to approve vacation leave, the supervisor or designee shall consider the effect of the employee's absence so as not to unduly disrupt District operations.

Carryover

Employees who have earned paid vacation days may carry over a maximum of 40 hours.

Notification

Each employee's paystub shall show the available vacation leave balance. Any accrued vacation over 40 hours shall be forfeited by the employee.