

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(REGULATION)

PAID HOLIDAYS (260  
DAYS OF SERVICE)

A regular, full-time, 12-month employee in a position normally requiring at least 260 days of service (September 1- August 31 work year) shall receive paid holidays off in accordance with the District schedule.

The District shall determine the paid holidays off prior to September 1 of each year.

An employee shall be entitled to paid District holidays, provided the employee is in paid status on the workday immediately preceding the holiday and the workday immediately following the holiday.

If an employee terminates employment with the District, the employee shall not receive pay for holidays occurring after the last day worked.

PAID VACATION  
DAYS (260 DAYS OF  
SERVICE)

A regular, full time, 12-month employee in a position normally requiring at least 260 days of service (September 1- August 31 work year) shall earn paid vacation days (1 day earned for every 20 days of employment each work year), to a maximum of ten paid vacation days per work year.

The District shall determine the number of paid vacation days prior to September 1 of each year.

The number of paid vacation days shall be prorated in the event the employee does not fill the position for 12 months.

If an employee terminates employment with the District, the employee shall not receive pay for vacation days remaining after the last day worked.

SCHEDULING (260  
DAYS OF SERVICE)

An employee may take paid vacation days at any time of the work year, but paid vacation days must be taken at such times as will least interfere with the performance of the employee's duties. An employee shall be required to obtain advance approval from his or her supervisor before taking vacation time and must provide sufficient notice to allow the supervisor to consider District staffing needs before approving paid time off.

CARRYOVER (260  
DAYS OF SERVICE)

After August 31, unused paid vacation days do not carry forward to the next work year.

UNPAID HOLIDAYS  
(242 & 226 DAYS OF  
SERVICE)

A 12-month professional or paraprofessional employee in a position requiring 242 or 226 days of service (July 1 – June 30 work year) shall have unpaid holidays off in accordance with the District schedule.

The District shall determine the unpaid holidays off prior to July 1

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of each year.

UNPAID VACATION  
DAYS (242 & 226  
DAYS OF SERVICE)

A 12-month professional or paraprofessional employee in a position requiring 242 or 226 days of service (July 1 – June 30 work year) shall have unpaid vacation days outside of the District's defined annual holiday schedule.

The District shall determine the number of unpaid vacation days prior to July 1 of each year.

SCHEDULING (242 &  
226 DAYS OF SER-  
VICE)

An employee may take unpaid vacation days at any time of the year, but unpaid vacation days must be taken at such times as will least interfere with the performance of the employee's duties. An employee shall be required to obtain advance approval from his or her supervisor before taking unpaid vacation days and must provide sufficient notice to allow the supervisor to consider the District staffing needs before approving this time off.

CARRYOVER (242 &  
226 DAYS OF SER-  
VICE)

After July 31 following each work year, unused unpaid vacation days do not carry forward to the next work year.