

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(REGULATION)

VACATION

Vacation benefits shall apply only to full-time employees assigned to the auxiliary salary schedule in positions normally requiring 12 months of service.

Eligible employees hired into a vacation-eligible position by the District prior to September 1, 2011, shall be “grandfathered” under the previous vacation schedule, which allows ten days of vacation each year after completing one through nine years of continuous service, and 15 days of vacation each year after completing ten or more years of continuous service. See also DED (LOCAL).

PAYMENT FOR  
NONDUTY DAYS

Employees may be paid for nonduty days under the following circumstances:

1. Accruing in excess of 30 nonduty days as of July 1;
2. Transferring from a position that provides nonduty days to a position that does not provide nonduty days; or
3. Resigning or retiring with a nonduty day balance.

Procedures for payment are as follows:

1. If an employee’s balance of nonduty days on June 30 along with the number of days that would be accrued on July 1 exceeds 30, the excess days will be paid to the employee. For example, if an employee has 25 nonduty days on June 30 and he or she would accrue eight new nonduty days on July 1, the amount over the 30-day maximum, three days, will be paid at the employee’s current rate of pay.
2. In documented circumstances where the employee has been unable to use nonduty days due to the completion of a project in the best interest of the District, senior staff may approve the extra days to be carried over into the next year.
3. An employee with a nonduty day balance who transfers to a position that does not provide nonduty days will be paid for accrued, unused nonduty days if the employee has completed the minimum required workdays in the current position at the time of transfer.
4. An employee with a nonduty day balance who resigns or retires at the end of the duty year will be paid for accrued, unused nonduty days if the employee has completed the minimum required workdays in the current position at the time of resignation or retirement.