

**PAID HOLIDAYS**

Personnel paid on a semi monthly basis and employed in positions requiring 240 or more days of service shall receive the following paid holidays, with actual dates established according to the schedule determined annually by the District:

Holiday	Day(s)
New Year's Day	1
Martin Luther King, Jr. Day	1
Memorial Day	1
Independence Day	1
Labor Day	1
Thanksgiving	2
Winter Break	2

In the event that a scheduled holiday is converted to a school day due to inclement weather or another unforeseen event, the observance of a listed holiday shall be rescheduled by the District.

**PAID VACATION**

Personnel paid on a semi monthly basis and employed in positions requiring 240 or more days of service shall be eligible for paid vacation as follows:

1. An employee shall be eligible for five days of paid vacation after being continuously employed by the District for at least six months from the date of employment.
2. An employee shall be eligible for ten days of paid vacation after being continuously employed by the District for at least 12 months from the date of employment.

3. An employee shall be eligible for ten days of paid vacation each year thereafter.

Vacation days shall be earned at a rate of one day for each 25 days of employment. Vacation days shall not be allowed to accumulate. Use of vacation days shall require advance approval by an employee's immediate supervisor. Vacation days shall be taken during the year of eligibility, or as soon thereafter as possible, as approved by the employee's immediate supervisor.

Each supervisor shall establish procedures for use of leave prior to and after holidays. An employee shall not be permitted to consecutively schedule vacation days received in different school years (e.g., an employee cannot schedule a vacation the last five days of the first 12 months of employment, or the next vacation the first ten days of the second year of employment.).

Due to operational requirements, certain departments must require an employee to use vacation days during specific months of the year. A tentative vacation schedule shall be established by each department supervisor at the beginning of the school year.

#### **Non-Duty Days for Professional and Paraprofessional Employees**

Professional and paraprofessional staff employed on a 12-month assignment shall have flexible unpaid leave days outside of the District's defined annual holiday schedule. These days are termed "non-duty" days. The District shall determine the non-paid holidays and the number of non-duty days prior to July 1 each year.

#### **Scheduling of Non-Duty Days**

Non-duty days may be taken during the duty year and shall be taken at such times that will least interfere with the performance of the employee's duties and the staffing needs of the District. An employee shall be required to obtain advance approval from his or her supervisor before taking non-duty days and must provide sufficient notice to allow the supervisor to consider the District's staffing needs before approval of non-duty schedules.

#### **Order of Use**

Earned compensatory time shall be used before any available paid state and local leave. [See DEA and DEC] Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Accumulated local leave.
2. State sick leave accumulated before the 1995–96 school year.
3. State personal leave.
4. Vacation and or non-duty days, if applicable.

**Carry-over of Non-Duty Days**

An employee may carry-over no more than 5 non duty days to the next duty year. All carry over days must be used by the end of the carry-over duty year.

**Carryover of Pay-to-Use Days**

An employee may carry over pay-to-use days.