

COMPENSATION AND BENEFITS  
VACATION AND HOLIDAYS

DED  
(REGULATION)

**Vacation Days**

Full-time employees in positions that require 12 months of service shall be eligible for ten days of vacation with pay annually, as of July 1, 2000.

Vacation shall be based on a July-to-June cycle each year. Full-time employees shall accrue vacation days at the rate of five-sixths of a day for each month of employment.

Leave for the current year shall be available for use starting July 1 or on the initial date of employment. When an employee who has used more vacation days than he or she has accumulated ceases to be employed by the District, the cost of the unearned days shall be deducted from the employee's final paycheck.

**Carry-Over**

Vacation days not used during one year shall be carried over to the following year with a maximum accumulation of 50 days. Once the accumulated days have exceeded the maximum of 50 days (as of June 30 of a given year) employees shall have until the following June 30 to use the excess days.

**Payment for  
Unused Vacation**

After one full year of employment, an employee who retires, resigns, or is released, shall be eligible to receive a prorata remuneration for unused vacation time (up to a maximum of 40 days) accrued prior to leaving the District.

**Scheduling**

Vacation schedules shall be approved by the Superintendent or designee in each department. Employees on any type of unpaid leave of absence or on an inactive status and not receiving a paycheck from the District shall not earn vacation time.