

COMPENSATION AND BENEFITS:  
VACATIONS AND HOLIDAYS DED (REGULATION)

VACATION REGULATIONS

Paid vacation time is accumulated by all employees in positions normally requiring 12 months of duty per year according to District policy and/or contract provisions.

The following regulations govern the use of accumulated vacation:

1. Generally, vacation days are earned July 1st to June 30th and will be prorated for employees hired later than July 1st. Employees promoted or assigned to a 12month position will be eligible for proration of the maximum vacation leave.
2. Full-time employees, working a schedule of 250 days per calendar year, will earn up to ten vacation days annually. Vacation days accrue at a rate of one day per month from July 1st to April 30th. Employees may carry over unused, earned vacation days to the following year, with a carryover limit of 20 days. The end of the year, for the purpose of this policy, is June 30th. For employees with a start date before July 1<sup>st</sup>, 2023, and that have been continuously employed with the district for ten years and twenty years will earn an allowance of fifteen and twenty paid vacation days per year, respectively. These employees may carry over unused vacation days with a maximum limit of 30 and 40 days, respectively. Starting with the 2023-2024 school year, new hires to the district will earn up to ten vacation days annually. The maximum carryover limit for these employees will mirror that of the standard policy, with a maximum carryover limit of 20 days. This policy begins on July 1st, 2023.
3. 226 calendar day employees will annually earn a maximum of up to six vacation days at a half day per month from July 1st through June 30th. Employees who annually work for 226 calendar days may carry over unused, earned vacation leave with a limit of 12 days maximum. The end of a year for this purpose is June 30<sup>th</sup>.
4. Any vacation days not used in the fiscal year in which they are earned must be used during the following fiscal year, and shall not be allowed to accumulate beyond that second year.
5. Vacation days may not be taken during the first six months of employment with the District.

6. The use of any employee leave requires advance approval by the immediate supervisor and is dependent upon the ability of each department to maintain delivery of services and the effective operation of the district. No more than five consecutive vacation days may be used at a time without Superintendent approval.
  
7. In no case will vacation time be approved in excess of the number of days accumulated to date.
  
8. For all employees separating for any reason other than termination or non-renewal, unused earned vacation days shall be paid at the end of employment with the district. The maximum number of days for remuneration is as follows:  
250-day employees=20  
226-day employees=12

APPROVED – May 2023