

JA 6/2/26 2:06P
B. L. L.

SKPS [CP]
June 2nd, 2026
1:30 pm

ARTICLE 9

VACATION

A. Paid Vacation

1. All ~~members of the bargaining unit employees~~ ESPs shall be entitled to paid vacation.

B. Accrual

1. Full-time employees, 40 ~~(forty)~~ hours per week, 12 ~~(twelve)~~ months per year, shall accrue vacation in accordance with the following schedule:

Service Years	1-2	3-4	5-6	7-8	9-10	11-12	13 & above
Hours Per Month Accrued	6.6667	8.0000	8.6667	9.3337	10.6667	13.3334	14.0000
Total Hours for 260 Day employees	80.0004	96.0000	104.0004	112.0044	128.0004	160.0008	168.0000
Days	10	12	13	14	16	20	21

2. Hours accrued per month for less than full-time employees shall be prorated based on the employee's hours worked, plus additional earnings up to 40 ~~(forty)~~ hours per week, during the accrual period.
3. Less than 12-month employees shall accrue vacation for any work performed in the same classification during scheduled recess periods.
4. Example of above schedule: Employed by the District eight ~~(8)~~ years and working 40 ~~(forty)~~ hours per week, 11 ~~(eleven)~~ months per year. Service years eight ~~(8)~~ factor 9.3337 times months employed 11 ~~(eleven)~~ equals total hours accrued vacation of 102.6707.

C. Approval

Requests for vacation leave will be made in writing at least five ~~(5)~~ working days in advance. All requests for vacation must be pre-approved by the immediate supervisor. If the request was submitted at least five ~~(5)~~ working days in advance and the immediate supervisor does not render a decision to the employee in writing within five ~~(5)~~ working days of receipt of the request, the request will be automatically approved. Employees may appeal to the ~~Executive Director of Human Resources or designee~~ if they believe their request for vacation has been unreasonably denied.

D. Holidays

When a holiday observed by the District falls on a workday during an employee's vacation, the vacation shall be extended accordingly.

E. Payoff/Usage

1. Less Than 12-month Employees

Accrued vacation not used by less than 12-month employees will be paid off annually at the regular rate of pay.

Less than 12-month employees may request to rollover up to a maximum of 24 (twenty-four) hours of their vacation accrual by written request before May 1st.

2. 12-month Employees

12-month employees Any other employee whose accrued vacation is not used by the end of the fiscal year, following the year in which the vacation was earned, shall be forfeited unless the District was unable to provide the affected employee such time off because of operational needs. In this event, the District shall, at its discretion, either carry forth the vacation time or monetarily compensate the employee for such time.

3. Probationary Employees

Probationary employees may choose to sell off accrued vacation time during the winter and spring recess periods (winter, spring, and summer breaks) while in their probationary period.

[MOVED FROM ARTICLE {1}, SECTION {D}] (with slight change)

3.4. All Non-Probationary Employees

End of Employment: Upon termination-separation of employment for any reason, an employee who has completed their initial probationary period shall be paid for all accrued but unused vacation. Temporary employees earning vacation do not serve a probationary period and will not have vacation paid off at the time of separation from the District.

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