

Provision:	Section 7.1	Title:	(District proposed title: Vacations)
Presentation:	Second Counter (PSEC 4/20/26, 6/30/26)	Date:	7/14/2026

District Proposed:

Section 7.1. Vacations.

Each twelve (12)-month employee will be granted annual vacations leave, allocated monthly based upon ~~on~~ the following ~~basis~~:

<u>Years of District Employment Completed</u>	<u>Annual Vacation Accrual Rate</u>
0 - 4 years ~~employment~~	10 days
5 - 9 years ~~employment~~	15 days
10-19+ years ~~employment~~	20 days
<u>20+ years</u>	<u>25 days</u>

Vacation leave is earned at the end of each month on a prorated basis.

It is mutually agreed that vacations will, whenever possible, be scheduled at times when normal activities required by the Employer will be least disrupted. Supervisors will be the approver of vacation requests. Requests for summer vacations will be submitted no later than June 1. Requests for all other school breaks will be entered as early as possible ahead of the scheduled break and no later than 48 hours prior to the requested time off.

~~Vacation is to be used annually by August 31 of the year following the contract year in which the leave was earned. However, exceptions may be made with prior approval of the Superintendent/designee to carryover unused days.~~
Vacation may accrue annually up to a maximum of 30 days as of August 31 of each fiscal year. Any vacation leave accumulated beyond this limit will be forfeited. Up to three (3) days of accrued vacation leave, in excess of thirty (30) days, may be cashed out with supervisor approval. Employee will send an email to their immediate supervisor and Human Resources requesting cash out by July 1 of each year. In the event of termination of employment, compensation will be provided for unused days according to federal and state law.

It is the responsibility of each employee to monitor and manage their accrued leave balances to ensure adequate leave coverage for planned events, along with unplanned situations that may arise throughout the year.

It is also the responsibility of each employee to enter absences from work in the district's absence management system as early as possible prior to the event for which the leave is requested.

Approved 7/14/26

Cingela Moser 7/14/26

Provision:	Section 7.2.	Title:	Holidays.
Presentation:	Second Counter (PSEC 4/20/26, 6/30/26)	Date:	7/14/2026

District Proposed:

Section 7.2. Holidays.

Employees will be paid for the following holidays that fall within their ~~contracted~~ position work year:

- | | |
|---------------------------|-------------------------------------|
| 1. Labor Day | 7. New Year's Day |
| 2. Veterans Day | 8. Martin Luther King, Jr. Birthday |
| 3. Thanksgiving Day | 9. Presidents' Day |
| 4. Day after Thanksgiving | 10. Memorial Day |
| 5. Christmas Day | 11. Juneteenth |
| 6. Day after Christmas | 12. Independence Day |

Approved 7/14/26

Angela Moses 7/14/26

Provision:	Section 20.5	Title:	Degree-Salary Pay Enhancements.
Presentation:	Second	Date:	7/14/2026

District Proposed:

Section 20.5. Degree-Salary Pay Enhancements.

Employees holding the following degrees on or before September 1 will receive a **salary pay** enhancement as follows for the first or highest degree (may not be stacked in cases of multiple degrees):

- Associate Degree = \$0.50/hour
- Bachelor's Degree = \$1.00/hour
- Master's Degree = \$1.50/hour
- Doctorate Degree = \$2.00/hour

Degrees earned after September 1 will be included for the following school year. Official transcripts must be received in Human Resources by September 1.

Employees holding a Paraeducator Certificate on or before September 1 will receive a pay enhancement as follows (may not be stacked with other Paraeducator Certificate enhancements, but is in addition to degree pay enhancement listed above):

- General Paraeducator Certificate (only): \$0.25/hour
- General Paraeducator Certificate *plus* Optional Subject Matter Certificate (ELL or Special Education): \$0.50/hour as long as the Subject Matter Certificate is maintained
- General Paraeducator Certificate *plus* Optional Advanced Certificate: \$0.75/hour as long as the Advanced Certificate is maintained

Paraeducator Certificates earned after September 1 will be included for the following school year. Official documentation must be received in Human Resources by September 1.

Approved 7/14/26

Angela Muen 7/14/26

Provision:	Article VIII	Title:	Leaves
Presentation:	First (Also serves as Counter to PSEC Proposals Section 8.1.1 4/20/26 and Section 8.11 4/20/26; updated 4/23/26)	Date:	6/15/2026

District Proposed:

Section 8.13. Work Related Injury Absence. (New)

In the event an employee is injured while on the job, the injured employee will complete an Incident Report form and submit it to their immediate supervisor and Human Resources as quickly as possible.

If the employee seeks professional medical care, it is up to the medical provider to authorize/approve the employee to miss work. It is the employee's responsibility to contact NEWESD101, the district's third-party workers compensation administrator, as instructed on the Incident Report form to file any claim information. Time loss is awarded solely under the Workers Compensation cooperative guidelines and is not a district decision.

In the event an employee is injured while on the job and not released to return to their position, the employee may elect to utilize accrued sick leave, personal leave, and/or vacation to cover the absence and/or they may elect to utilize unpaid leave and receive only time loss payment(s) from the workers compensation cooperative of NEWESD 101. The employee will complete a Worker's Comp Time Loss Designation Form with the district to reflect this decision.

An employee returning from a work related injury absence will be required by the District to submit a release to return. Employees may not return to work until notified by Human Resources.

Attornatn 7/14/26

Angela Mason 7/14/26