COMPENSATION AND BENEFITS: VACATIONS AND HOLIDAYS
DED (REGULATION)
CONTACT: CHIEF OF HUMAN CAPITAL

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.

1. Vacation days are earned from July 1 to June 30 and will be prorated for employees hired later than July 1. Employees promoted or assigned to a 12-month 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 0.83 days per month from July 1 through June 30. 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 30. Employees with a start date before July 1, 2023, who 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 1, 2023. Any unused vacation days exceeding this limit on June 30 will be forfeited.

3. 236-calendar-day employees will earn up to 8 vacation days annually. Vacation days accrue at a rate of 0.66 days per month from July 1 through June 30. Employees who work 236 calendar days annually may carry over unused earned vacation leave, with a maximum of 16 days. The end of the year for this purpose is June 30. Any unused vacation days exceeding this limit on June 30 will be forfeited.

4. 226-calendar-day employees will earn up to 6 vacation days annually. Vacation days accrue at a rate of 0.50 days per month from July 1 through June 30. Employees who work 226 calendar days annually may carry over unused earned vacation leave, with a maximum of 12 days. The end of the year for this purpose is June 30. Any unused vacation days exceeding this limit on June 30 will be forfeited.

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 nonrenewal, unused earned vacation days up to the maximum amount shall be paid at the end of employment with the district, provided the employee has completed at least six consecutive months of service. The maximum number of days for remuneration is listed below and will be prorated based on accrued vacation leave when working through the entire month. Employees leaving during the month will not accrue any vacation leave for that month. In no case shall remuneration exceed the standard maximum limits listed below, regardless of an employee's grandfathered annual carryover allowance. Any accrued days beyond these payout limits are forfeited upon separation.

250-day employees = 20
236-day employees = 16
226-day employees = 12

Approved – July 2026