

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(REGULATION)

**Non-Duty Days for
12-Month
Professional and
Para-Professional
Employees**

Professional and para-professional employees normally requiring 12 months of service shall be awarded Days Off (classified as non-duty). Days Off are days which remain after holidays and scheduled duty days have been satisfied. The number of awarded non-duty days varies year-to-year depending on the work calendar, and are not considered available paid leave.

Definition

Due to their 12-month contract, professional and para-professional employees shall use their earned non-duty days by the last day of the employee's annual work schedule. The employee has the option to carry over any unused non-duty days for one calendar year.

Use of Non-
Duty Days

Non-Duty Days may be taken at any time of the year provided these days are approved by the employee's supervisor in advance, and is taken at a time when it will least interfere with the performance of the employee's duties.

Scheduled
District
Closings

Full-time employees in positions normally requiring 12 months of service will be required to use Non-Duty Days during scheduled school district closures.

Auxiliary Employees

Paid Vacation
(Non-Accumulative)

Full-time hourly-waged employees (classified as auxiliary employees) in positions normally requiring 11 or 12 months of service shall be eligible for paid vacations under the following conditions:

1. Five (5) days' paid vacation time for the above employees shall be granted after the completion of 12 months of continuous service in the District, and shall be awarded on the first anniversary date of their employment.
2. Ten (10) days paid vacation time for the above employees shall be granted after the completion of 24 months of continuous service to the District, and shall be awarded on the second anniversary of their employment.
3. Ten (10) days paid vacation time shall be granted upon the completion of 36 months of continuous service in the District and each year thereafter. Paid vacation shall be awarded annually on September 1.
4. Due to their contract, auxiliary employees shall use their earned vacation days by August 31st in the year in which it was awarded. Vacation days may be taken at any time of the year provided these days are approved by the employee's supervisor in advance when it will least interfere with the performance of the employee's duties.
5. Part-time employees are not eligible for vacation leave.

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6. The Superintendent shall have the final authority to authorize payment for vacation days accrued at the time of an employee's separation from the District.

Paid Holidays

An auxiliary employee assigned a 10 or 11-month contract is entitled to nine (9) paid holidays as follows:

Labor Day—One (1) day

Thanksgiving—Two (2) days

Christmas/New Year—Five (5) days

Easter—One (1) day

An auxiliary employee assigned a 12-month contract is entitled to ten (10) paid holidays as follows:

Labor Day—One (1) day

Thanksgiving—Two (2) days

Christmas/New Year—Five (5) days

Easter—One (1) day

Fourth of July—One (1) day

An employee must use his/her earned leave or vacation leave for an absence requested during any part of a scheduled workday before a paid holiday.