

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(REGULATION)

VACATION
REGULATIONS

Full-time, hourly wage employees in positions normally requiring 12 months of service shall be eligible for paid vacations:

	Years	Vacations Days Earned Per Year
1.	___1___	___5___
2.	___2_+__	___10___

The following regulations govern the use of accumulated vacation:

1. Vacation days are earned September 1 to August 31 and will be prorated for employees hired later than September 1.
2. All earned vacation days must be taken prior to August 31 following the school year in which they were earned. Carryover days are not permitted.
3. Vacation days may not be taken during the first six months of employment with the District.
4. All vacation schedules must receive prior approval and be placed on the calendar to ensure adequate available staff at all times to operate the District.
5. Vacation requests must be submitted in Employee Access Time Off for supervisor approval.
6. In no case will vacation time be approved in excess of the number of days accumulated to date.
7. Vacation days may not be worked for additional pay.
8. Unused vacation days will not be paid upon termination.