

Section 5 – Paid Vacation

Eligibility and Use

All vacation will be allocated on July 1 of every year.

Time worked beyond those set forth in the letter of appointment shall not be used to determine vacation leave allocation amount. Such excluded time may include, but not be limited by enumeration, the following: overtime, extended contracts, summer classes, summer work, co-curricular assignments, substitute assignments, etc.

Vacation time may be taken in full days, or in shorter increments not less than one hour as arranged with the immediate supervisor.

Calendar Year (two hundred and sixty (260) scheduled work days) Full-Time and Part-Time Employees

Paid Vacation will be provided to Calendar Year Full-time and Calendar Year Part-time employees according to the following schedule:

Number of Fiscal Years Worked	Vacation Days Allocated
Initial Year of Hire	Pro-rated up to 10 days*
First - Third Full years	10 days
Fourth – Ninth Full years	12 days
Tenth – Twelfth Full years	17 days
Thirteenth Full year and beyond	20 days

Employees in their first year of service receive a pro-rated allocation of vacation based upon the number of months worked between their hire date and the following July 1. The employee must have a minimum of 10 regularly scheduled paid days in that month, for the month to be counted in determining the pro-rated allocation amount. For example, an employee hired on October 1, 2022 would be allocated nine-twelfths (9/12) of the employee's vacation allotment at the time of hire. This would entitle the employee to 9/12* 10 days on the date of hire or 7.50 days. The employee under this example would be entitled to ten (10) days of vacation on July 1, 2023. This provision is not retroactive.

Employees who transfer to a position where they will become eligible to earn vacation will be allocated vacation based upon their initial hire date in the District. If an employee transfers mid-year, he/she would still be subject to a pro-rated allocation in their first year in the new position.

Example: Jane Doe is hired as a school year educational assistant on September 1, 2005. Jane transfers to a year-round administrative assistant position on July 1, 2020. Jane would earn 20 days of vacation when she transfers to the administrative assistant position on July 1, 2020.

Scheduling of Vacation

Vacation time may be taken in full days, or in shorter increments not less than one hour as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least five (5) working days prior to taking such leave, however, vacation time requested with less than five (5)

working days' notice may be approved by the District Administrator and/or his/her designee. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the District Administrator and/or his/her designee shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives.

Vacation Accumulation

An employee may carry over a total of five (5) vacation days from the prior year to the next year's vacation amount. Vacation days, in excess of the days carried over shall be forfeited. A number of days equal to the number of carryover days must be used by the following December 31, or the difference between the used days and carryover days shall be forfeited.