

**VACATIONS/HOLIDAYS**

Classified employees on the regular classified salary schedule who are employed full-time are allowed vacation with pay each year according to terms established by the district. Less than one year's service merits vacation in proportion to the time served. Part-time employees on regular contract merit vacation which is prorated according to the time served. Part-time employees working on an intermittent basis are not entitled to vacation time.

Classified employees receive holidays designated by law or in their contracts. Holidays falling within the employee's vacation period do not count as vacation days. The term of employment to be used for determining vacation shall be based on the time served by the employee.

Earned vacation shall not become a vested right until completion of the initial six (6) months of employment.

Vacation shall be schedule at times requested by employees so far as possible within the District's work requirements. Employees shall normally be required to request vacation at least thirty (30) calendar days prior to the date the intended vacation is to begin. The request shall be made to the immediate supervisor on a form supplied by the District.

As of September 30 of each year an employee may carry over no more than ten (10) vacation days earned from the previous year. Exception to the carry over will need to be reviewed by the department supervisor and approved by the superintendent.

If an employee is terminated and had been granted vacation which was not yet earned at the time of termination of his services, the employer shall deduct the employee's severance check the full amount of salary which was paid for such unearned days of vacation taken.

Upon separation from service, the employee shall be entitled to lump-sum compensation for all earned and unused vacation, except that employees who have not completed six months of employment in regular status shall not be entitled to such compensation.

**VACATIONS/HOLIDAYS** (continued)**Holidays**

Classified employees are entitled to the holidays listed on the current instructional calendar provided such holidays fall during the normal work week or work year of the employee and the employee is in paid status during any portion of the workday immediately preceding or succeeding the holiday.

**DISTRICT HOLIDAYS**

|                         |                        |
|-------------------------|------------------------|
| July 4 <sup>th</sup>    | Christmas Day          |
| Labor Day               | New Years Day          |
| Veterans Day            | Martin Luther King Day |
| Day Before Thanksgiving | Lincoln's Birthday     |
| Thanksgiving            | Presidents Day         |
| Day After Thanksgiving  | Memorial Day           |

**Vacations**

All regular 12month classified employees, permanent and probationary, earn vacation days per year. You are eligible for vacation as follows:

| <u>Years of Service</u> | <u>Vacation days per year</u><br><u>12-month Employees</u> |
|-------------------------|--|
| 1 - 2 years             | 10 days  |
| 3 - 4 years             | 12 days  |
| 5 - 8 years             | 15 days  |
| 9 - 14 years            | 18 days  |
| 15 or more              | 20 days  |

Probationary employees must complete their probationary period before they are eligible to use their earned vacation.