

COMPENSATION AND BENEFITS
VACATION LEAVE

DED
ADMINISTRATIVE REGULATION

DEFINITION OF FULL-TIME EMPLOYEE	Full-time District employees are employees who are in positions normally filled for 235 days or greater.
PROCEDURE	<p>An employee wishing to take vacation days must submit a request to his or her principal or supervisor at least ten (10) business days in advance of the requested dates. Vacation days will be granted on a first-come, first-served basis. The principal or supervisor will consider the following criteria when reviewing the request:</p> <ul style="list-style-type: none">• the effect of the employee's absence on the educational program or departmental operations• the availability of substitutes• the date the request was submitted• extenuating circumstances
NUMBER OF VACATION DAYS	The number of vacation days is based on service with the District.
TWO WEEKS	A full-time employee in a position requiring a 235-day schedule or more shall earn two (2) weeks of paid vacation annually. An eligible year is defined as having a start date prior to August 15 th .
THREE WEEKS	A full time employee in a position requiring a 235-day schedule or more, who has completed 10 years of service or more with the District, shall earn three (3) weeks of vacation annually, every year that the employee remains with the district in a position requiring a 235-day schedule or more.
PRIOR ELIGIBILITY	An employee who earned eligibility prior to May 2022 shall maintain three (3) weeks of vacation annually every year that the employee remains with the District in a position requiring a 235-day schedule or more.
EARNING VACATION TIME	<p>Vacation time will be earned as follows:</p> <ul style="list-style-type: none">• An employee entitled to ten (10) vacation days will earn vacation time at a rate of .8333 days per month worked.• An employee entitled to fifteen (15) vacation days will earn vacation time at the rate of 1.25 days per month worked.
ELIGIBILITY	Personnel entering employment during the first 15 days of the month will receive credit for a full month. Employees entering employment after the 16 th day of the month shall not receive credit for that month. To be eligible to use earned vacation, an employee must have worked a minimum of six (6) months.

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SEPARATION FROM
THE DISTRICT

An employee who terminates employment before the end of the fiscal year will be required to refund a day's pay for each day of unearned vacation taken. Vacations earned in one fiscal year must be taken before December 31st of the following year. With the approval of the Superintendent or Superintendent's designee, vacation days may be carried forward to a date determined by the Superintendent or Superintendent's designee. When an employee resigns or retires from the District, the final paycheck will reflect all compensation for salary, vacation leave not to exceed 40 days, or any adjustment or balance that may be owed the District.