

## Article XV - VACATION AND HOLIDAYS

15.01 Regularly assigned employees with either probationary or permanent status are eligible to earn paid vacation in accordance with the chart below:

### Classified Vacation Schedule

Beginning with July 1st of year:	12 Month # of days	11 Month # of days	10 Month # of days
1st year*	13	12	11
4th year	14	13	12
5th year	15	14	13
6th year	16	15	14
7th year	17	16	15
8th year	18	17	16
9th year	19	18	17
10th year and above	20	19	18

\* Credit for first year shall be granted for employment at any time during fiscal year. Otherwise an employee must be paid for 75% of the working days of the normal work year to receive credit for that year. A work year begins on July 1st of each year.

- A. Probationary classified employees shall earn vacation credit during the probationary period. However, vacation does not become an earned right until after completion of the initial probationary period with the District.
- B. Employees terminating service with the District for any reason prior to the completion of the probationary period shall not be eligible for the vacation benefits in any form.
- C. If in any given month an employee is in unpaid status for more than fifty percent of the employee's work month, the employee shall not be eligible for his/her vacation entitlement for that month.

- D. Part-time employees covered under this Agreement working less than full-time shall be credited with vacation leave in the same ratio that this employment bears to full-time employment.
- E. Any employee desiring to take vacation days must obtain prior written approval of the employee's department head/site administrator by submitting a completed District VACATION REQUEST to the department head/site administrator for his/her signature of approval. The administrator shall approve or deny vacation within five (5) working days of submission. Whenever a vacation request is denied, the administrator must give the employee the reason(s) for denial in writing.
- F. Cafeteria employees shall be entitled to take their vacation days in the same manner in which other ten month employees are entitled to take their vacation days.
- G. Upon the death of an employee, accumulated vacation time will be paid to the legal estate of the deceased.
- H. The reason for District-paid vacation is to provide regular rest and relaxation periods for employees. Employees should take all earned vacation each year if possible. However, such contingencies as work loads and the number of personnel on vacation at one time will necessarily have an influence in determining specific periods of vacation. In the event an employee is not allowed to take a previously approved vacation, then the employee shall be allowed to carry over those specific days beyond the allowable limit set out in Section I.
- I. On the first working day of the fiscal year, no classified employee shall have more than twenty-four (24) days of accumulated vacation. Any days of vacation that the employee has accumulated in excess of twenty-four (24) shall be paid for by the District. Any other exception to the above provision (Section H) shall be made by special request to the employee's immediate supervisor, subject to approval of the District Superintendent or designee.
- J. A total of twelve (12) days personal leave without pay in any fiscal year will be permitted without adversely affecting earned vacation. An employee who works less than a twelve (12) month period will receive a proportionate personal leave allowance according to his/her assignment.

- K. Employees working a 10-hour-per-day, 40-hour, four-day workweek shall be entitled to the same number of hours of annual paid vacation as employees working a five day workweek. For absences occurring on a scheduled 10-hour day, 10 hours of paid vacation shall be deducted from the annual entitlement.

15.02 Holidays for classified employees shall be:

- Independence Day
- Labor Day
- Admission Day (In lieu of day)
- Veteran's Day
- Thanksgiving Holiday and Friday after
- Christmas and two local holidays
- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- Washington's Birthday
- Spring Vacation Day (floating)
- Memorial Day

- A. The local holiday designated "Spring Vacation Day (floating)" shall be a floating holiday for all employees. Employees shall submit a written request to take their floating holiday to their immediate supervisor at least five (5) days in advance of the date requested. Employees requesting to take this holiday on Good Friday shall not be denied their request.
- B. Regular classified employees paid on an hourly basis shall receive pay for all legal and Board-declared holidays during the school year.
- C. The scheduling of Admission Day shall be open for negotiation.
- D. Employees regularly assigned a 10-hour-per-day, 40-hour, four-day workweek will be assigned an eight-hour-per-day, five-day workweek whenever one or more holidays occur in the workweek. For such five-day workweeks, overtime will be paid for all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek.