

COMPENSATION AND BENEFITS  
VACATION AND HOLIDAYS

DED  
(REGULATION)

VACATION  
CONSIDERATIONS

The purpose of vacation is to allow employees the flexibility to accrue paid time off and request to use it for any purpose he or she wishes. This includes time off for rest and relaxation, vacations, holidays that are not observed by the employer, and time away from work for personal and other matters. Vacation days are a benefit provided to select employee groups.

ELIGIBILITY CRITERIA

All 12-month, 236 day or more regular employees are eligible for vacation.

ACCRUAL  
RATES AND  
AVAILABILITY

All eligible employees begin accruing vacation from the first day of employment. These employees shall be eligible for paid vacation earned at the rate of 0.8333 days per month worked to date of vacation during the period of July 1 – June 30.

Employees entering employment during the first 15 days of a month shall receive credit for a full month. Those entering employment during the last 15 days of a month shall not receive credit for that month. An employee must be employed for one month before he or she can take vacation.

An employee who is on leave without pay for 90 days will not earn any vacation for that period.

Accrual rates are based as below:

Full-time employees

10 days per year

Part-time employees

10 part-time days per year

REQUEST AND  
APPROVAL  
PROCESSES

An employee must complete a Frontline AESOP time off request using Vacation as the request type. A request should be made at least one week prior to the vacation day(s). The system will notify you if your request is approved or denied.

ACCUMULATION AND  
CARRY OVER AND  
TIME LIMIT ON USE

Employees must use all vacation in the year it is earned. Any days not taken will be forfeited.

PAYMENT UPON  
TERMINATION

An eligible employee who separates from employment with the District shall be entitled to payment of earned, unused vacation days if:

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1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged.
2. The employee provides advance written notice of intent to separate from employment at least two weeks before the last day of employment, and
3. The employee has been employed by the District for more than 90 days.

HOLIDAY ELIGIBILITY

The following paid holidays are granted to all full and part time regular employees in positions requiring a minimum of 261 workdays. When New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Good Friday, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve, or Christmas Day is designated by the District as a school holiday.