

PERS4.3 - Compensation and Benefits: Vacations and Holidays

P - Personnel

VACATIONS AND HOLIDAYS

Vacations

Vacation may be accrued to a maximum of twenty (20) days per fiscal year. Upon termination of employment an employee will receive payment for all accrued vacation days not used in the current employment period and the employment period immediately prior to termination up to a maximum of forty (40) earned and unused vacation days based on the daily rate of pay during the period in which the vacation was earned.

Twelve (12)-month full-time contract employees will accrue vacation hours at the following rates:

A. Educational support personnel will accrue 3.077 hours per pay period through the completion of their fifth (5th) year of twelve (12) month contract employment. Educational support personnel employees who have completed five (5) years of service by their anniversary date of twelve (12) month contract employment will accrue vacation hours at the rate of 4.6154 per pay period.

B. Administrative Personnel will accrue 6.154 vacation hours per pay period.

Recess Days

The Governing Board authorizes the Superintendent to implement the calendar of Board-declared recess days.

Holidays

When July 4, Veterans Day, December 25, or Thanksgiving Day occurs within the school week, the schools shall be closed and the compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the Christmas holiday season not to exceed two (2) school weeks, and teachers shall receive compensation during the recess. Other holidays will be established by the school calendar.

The following legal holidays and Governing Board-declared holidays and recesses will be observed:

Legal and Board-Declared Holidays:

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Day

New Year's Day

Memorial Day

Martin Luther King Day

President's Day

Legal holidays

Recess Days:

Thanksgiving Recess

Winter Recess

Spring Recess

Other Board-Declared Recesses

The duty days during the Board declared recess periods will be according to the schedule from the Superintendent's office. Educational support personnel shall receive a minimum of five (5) recess days in addition to the nine (9) Board-declared and/or legal holidays.

Non-contract, part-time employees will receive three (3) paid holidays: Thanksgiving, Christmas, and New Year's. Unused vacation days may be rolled over to the next fiscal year. However, vacation days beyond twenty (20) will be lost if not used by June 30th of the next fiscal year.

Employees who have accrued more than twenty (20) days prior to July 1, 2001 will keep earned vacation days not to exceed their balance as of June 30th, 2001. Any employee with an excess of twenty (20) days on or before June 30th, 2001, will have from July 1, 2001 through June 30, 2004 to use those days. In addition, those same employees will have the option of donating said excess days to the sick leave bank as per policy maximums. Any excess days remaining on or before June 30, 2004, will be lost.

Supervisor Role

Supervisors and employees will work collaboratively to ensure opportunities to use accrued vacation time within the current fiscal year. Employees will give prior written notice at least ten (10) working days before requested leave. If agreement cannot be reached regarding vacation dates, employee may seek mediation through the next supervisory level.