

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(REGULATION)

~~Twelve-month clerical employees will be assigned 221 days of duty each year. The following shall apply:~~

- ~~1. Clerical personnel are hourly employees. Any clerical person who works more than 221 days will be compensated for any additional days worked.~~
- ~~2. It is the responsibility of the unit head or principal to make sure that clerical employees do not work more than 221 days.~~
- ~~3. Principals or unit heads must obtain prior approval from the Superintendent before allowing any clerical employee to work more than 221 days.~~

EMPLOYEES ELIGIBLE  
FOR PAID VACATION  
DAYS

~~12-MONTH  
EMPLOYEES~~

~~Twelve-month employees on the hourly pay schedule will be assigned to work all days in the official school calendar as approved by the Board that are not designated as official holidays, plus the days in the calendar designated as holidays that are associated with the July 4 holiday period. July 4 is a holiday for all personnel and is not included as a duty day. The actual possible total number of duty days will vary from year to year due to holidays.~~

Vacation days will be governed by the following provisions:

- ~~1. Ten vacation days are granted each year (July 1 - June 30).~~
- ~~2. The employee must have been employed for six or more months and must have earned pay for at least 120 days on duty.~~
3. The employee should use the ten vacation days during the school calendar year (July 1 - June 30) for which the days have been granted.
- ~~4. On July 1 of any given year, any vacation days from the previous school year ending June 30 may be carried forward but must be used before December 31 of the same calendar year. Those days that have been carried forward that have not been used by December 31 will be lost.~~
- ~~5. When an employee retires, any vacation days not used during the last year of active duty will be compensated at the approved daily rate at the time of the employee's retirement. The daily rate for the hourly employee is determined by multiplying the hourly rate by eight hours per day.~~
- ~~6. An employee who has been employed and received pay for more than six months in any school year (July 1 - June 30) and resigns or is terminated by the District will be compensated for accrued unused vacation days. The number of days will be determined by multiplying the number of full months~~

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~~employed with pay by 5/6 vacation day per month. [Example:  
9 (number of full months employed with pay) multiplied by 5/6  
(vacation day per month) equals 7 1/2 (number of vacation  
days accrued).]~~

7. Final settlement with employees who resign or are terminated during the school year will be made on the basis of payment for the number of days actually worked during the year, including accrued unused vacation days.
8. If a day that is designated as a holiday in the school calendar, other than a day associated with July 4, falls within an approved vacation period, the holiday is not charged as a vacation day.
9. ~~Assistant and associate superintendents~~ SUPERVISORS will maintain a record of the number of vacation days available and used by FOR each employee under their supervision. Individual employees are also responsible for maintaining their own record of vacation days. An absence certificate is to be filed for each vacation day used. Pay records will be used to audit the number of vacation days used.
10. Employees, with the approval of the administrator responsible for maintaining the employee's records, will be allowed to take only ten days (current year's allocation) at one time. Under extenuating circumstances, an exception may be made with the approval of the administrator responsible for maintaining the employee's record.