

VACATION
REGULATIONS

Employees do not receive paid holidays and/or paid vacation days (hereafter referred to as discretionary holidays), but are paid for working days only. Discretionary holidays are available for 12-month employees only.

The following regulations govern the availability and use of discretionary holidays:

1. The annual number of discretionary holidays will be determined as follows:

52 weeks **TIMES** 5 days per week = 260 possible working days per full year

260 possible working days **MINUS** 226 actual working days per full year = 34 days-off per full year

34 days-off **MINUS** holidays per school district calendar = discretionary holidays per full year

If mid-year employment, discretionary holidays will be determined per the following ratio:

Discretionary holidays per full year/holidays per school district calendar = x/y , where x = discretionary holidays for mid-year employment; y = holidays remaining per school district calendar

2. Discretionary holidays are available July 1 to June 30 each year and will be prorated for employees hired later than July 1.
3. During the regular school term, discretionary holidays may not be taken for more than three (3) consecutive days, nor in conjunction with other holidays or discretionary personal days unless the days are used for non-discretionary reasons.
4. Employees who wish to use discretionary holidays must submit a written request to immediate supervisor

in advance of anticipated absences, preferably at least three days in advance.

5. Employees must register absences from duty via the District's commercial online system.
6. Discretionary holidays may not be worked for additional pay.
7. Carryover discretionary holidays are not permitted.
8. Unused discretionary holidays will not be paid at the end of the year.