



"To Build Knowledge and Skills for Success Today and Tomorrow"

FILE: GDBE

SUPPORT AND PROFESSIONAL/TECHNICAL STAFF VACATIONS AND HOLIDAYS

1. Vacations: Twelve month full-time employees with less than 10 years of continuous employment in the District shall earn 10 days vacation with pay annually.

Twelve month full-time employees with 10 or more years of continuous employment in the District shall earn 15 days of vacation with pay annually.

Twelve month part-time employees who work 20 or more hours per week shall earn pro-rated vacation benefits.

Actual days of leave must be approved in advance by the employee's supervisor.

Vacation leave must be scheduled with the employee's supervisor at the earliest possible time prior to the use of such leave. The district reserves the right, within reason, to disapprove requested time for vacation leave for the purpose of maintaining the workforce during heavily scheduled work periods.

All vacation days are earned and accumulated monthly according to the employees' rate of employment.

All leave hours shall be taken according to the hours of the individual employee's regular scheduled work day.

Employees who earn vacation can carry over no more vacation days or hours earned in a fiscal year.

An employee's vacation time will be pro-rated from the date of hire to the end of the current fiscal year. After that time, the fiscal year for earning vacation shall be July 1st to June 30th.

Vacation time may accrue, but may not be used until completion of two (2) months of employment.

Employees with previous experience in the District in other employment categories who become twelve month full-time or twelve month part-time employees will be granted prorated credit toward years of employment for vacation purposes based upon the number of months worked per year.

2. Holidays: Twelve month full-time employees, shall earn fourteen (14) paid holidays to be determined by the Superintendent each school year approved by the Board based on the school calendar. (Paid holidays will not be awarded to new employees until successful completion of two (2) months).

Ten+ month full-time shall earn thirteen (13) paid holidays to be determined by the Superintendent each school year approved by the Board based on the school

calendar. (Paid holidays will not be awarded to new employees until successful completion of two (2) months).

Twelve month part-time employees, who work 20 hours per week, and nine month full-time and nine month part-time employees, who work 20 or more hours per week, shall earn seven (7) paid holidays to be determined by the Superintendent each school year approved by the Board based on the school calendar. (Paid holidays will not be awarded to new employees until successful completion of two (2) months).

Employees will receive the paid holidays only if those holidays fall within their school work schedule.

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