STAFF VACATIONS AND HOLIDAYS

Those employees who are members of a collective bargaining unit are entitled to only those benefits as identified by the relevant collective bargaining agreement.

Vacations:

The School District provides vacations with pay for employees based on continuous months of service.

Professional salaried employees with a full time, full year contract are entitled to 20 working days of annual vacation. Vacation leave is earned and accrued from the first day of employment. Absences with pay do not affect vacation accrual except that absences due to strike or extended illness are to be considered as separate and individual cases.

Full time, full year hourly support staff, or full time, full year salaried support staff shall accrue in accordance with the following schedule:

<table>
<thead>
<tr>
<th>After 12 months</th>
<th>10 days</th>
<th>.833 days/month</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 7 years</td>
<td>15 days</td>
<td>1.25 days/month</td>
</tr>
<tr>
<td>After 15 years</td>
<td>20 days</td>
<td>1.66 days/month</td>
</tr>
</tbody>
</table>

Part-time or part-year employees shall not be entitled to vacation leave.

Employees terminating employment are entitled to vacation payment in lieu of annual vacation if the termination is due to retirement, voluntary resignation, death, or discharge. Annual vacation leave may be forfeited if discharge is for misconduct or if the employee leaves without providing a minimum notice of 30 days. Vacation may only accrue for a one-year period and must be used within the following year. Any allowances for exceptions shall be in accordance with individual non-bargaining unit employee contracts.

Annual vacation leave is to be scheduled according to the district’s needs and with the approval of the Superintendent of Schools.

Holidays:

Personnel working full—time, full year, are entitled to the following paid holidays: New Year’s Day, Martin Luther King Day, Washington’s Birthday, Fast Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Holidays falling on a scheduled school day shall be taken on another date as determined by the Superintendent of Schools.