

**ARTICLE VII  
VACATION AND HOLIDAYS**

Section 1

**SCHEULING:** Vacations shall be scheduled at times requested by bargaining unit members insofar as possible within the District's work requirements. Normally vacations will be scheduled when school is not in session. If there is any conflict between unit members who are working on the same or similar operations as to when vacations shall be taken, the unit member with the greatest bargaining unit seniority shall be given his/her preference. Vacation may be taken in advance of entitlement during the year provided that if the unit member terminates after using advanced vacation time, the District shall deduct from the unit member's pay warrant the dollar amount equal to the paid time taken which exceeds the amount of vacation time earned.

Section 2

**ELIGIBILITY:**

**FULL-TIME UNIT MEMBERS:** A unit member covered by this Agreement, working 5 days and 40 hours per week for a work year, and who is in paid status for more than one-half of the work days each month, shall be credited with one day of vacation for each month of service.

**PART-TIME UNIT MEMBERS:** A unit member covered by this Agreement, working less than full time, shall be credited with vacation days in the same ratio that his/her employment bears to full-time employment.

Section 3

**LONGEVITY VACATION ALLOWANCE:** A unit member covered by this Agreement, shall be credited with one day of vacation per calendar month of service, or major portion thereof, plus one (1) day per year for each year following six (6) years of service, throughout the fourteenth (14) year of service. Thereafter, unit members who have rendered twenty (20) complete years of service to the District shall be granted two (2) additional days of vacation. (Total 22 days)

**ILLUSTRATION:**

The number of longevity days for which the unit member is eligible.

Vacation Days	Completed Years of Service
11	7
12	8
13	9
14	10
15	11
16	12
17	13
18	14-19
22	20

The compensation rate for each longevity vacation day shall be calculated on the unit

member's total weekly assigned hours divided by five.

#### Section 4

**PAID VACATION:** Except as otherwise provided in this Article, paid vacation shall be granted no later than the fiscal year in which it was earned. Where desired by the unit member, the paid vacation may be granted in the fiscal year following the year in which it is earned.

#### Section 5

**VACATION PAY:** The rate of pay for vacation days for all bargaining unit members shall be the same as that which the unit member would have received had he/she been in a working status.

Hourly unit members shall be compensated for longevity vacation days based on the adjusted hourly rate set forth in Appendix A.

#### Section 6

**VACATION PAY UPON TERMINATION:** When a unit member in the bargaining unit is terminated for any reason, he/she shall be entitled to all vacation pay earned and accumulated up to and including the effective date of the termination.

#### Section 7

**VACATION ACCRUAL:** Unit members who are unable to take all or any part of their annual vacation shall be compensated for the amount not taken at the end of each school year or, based on extenuating circumstances, this amount may be accumulated for use in the following year.

#### Section 8

**SCHEDULED HOLIDAYS:** The District agrees to provide all unit members in the bargaining unit with the following paid holidays:

New Year's Day - January 1

Martin Luther King, Jr. - 3rd Monday in January

Lincoln's Birthday - February 12, or alternate day, based upon the District school calendar

Washington's Birthday - 3rd Monday in February, or alternate day, based upon the District school calendar

Memorial Day - the last Monday in May

Labor Day - the first Monday in September

Admission Day - September 9 (or substitute therefore as determined by the District)

Veteran's Day - November 11

Thanksgiving Day - the Thursday proclaimed by the President and the following Friday

Christmas Day - December 25

#### Section 9

ADDITIONAL HOLIDAYS: Every day declared by the President or Governor of this State as a public fast, mourning, Thanksgiving holiday, or any day declared as a holiday by the Board, shall be a paid holiday for all unit members in the bargaining unit if they would otherwise have been in paid District status on the day of the declaration, and providing said unit members were in paid District status on the day immediately preceding the day of declaration.