

Adopted by our Governing Board on: ~~August 14, 2024~~ ~~May 27, 2020~~

VACATION AND HOLIDAYS FOR CONFIDENTIAL PERSONNEL

Vacation:

Vacations will be scheduled by mutual agreement with the employee and his/her supervisor. The scheduling of vacations shall be done in a manner so as to not interfere with the operation of the district. The district will also try not to interfere with scheduled long-term plans of the employee that had been previously approved.

Vacations are earned and encouraged to be taken annually. A maximum of ~~10-5~~ days (~~80~~ hours) of vacation time may be carried over from one fiscal year to the next. Any days above the ~~105~~-day (~~80 hour~~) carryover maximum will be lost.

Confidential personnel will earn vacation as follows: (prorated for part-time ~~employees or less than 12-month employees~~):

- 1.25 day per month for 0 - 2 completed years of employment (15 days/yr.)
- 1.67 day per month for 3 - 5 completed years of employment (20 days/yr.)
- 1.83 day per month for 6 - 10 completed years of employment (22 days/yr.)
- 2.08 days per month after 10 completed years (25 days/yr.)

Holidays

The following shall be paid holidays:

- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- ~~Juneteenth (12-month employees only)~~
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving (3 days)
- Christmas Eve Day
- Christmas Day
- In-Lieu Admission Day (Floating Holiday, ~~12-month employees only~~)
- Birthday (Floating Holiday)

The Wednesday before Thanksgiving will be a holiday for Confidential employees as long as Mother Lode Schools are not in session that day. If schools are in session the day before Thanksgiving, Confidential employees would receive an In-Lieu Day.

When a school calendar year (July 1 to June 30) garnishes more than 260 work days for 12

MOTHER LODGE UNION SCHOOL DISTRICT

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month employees, the additional days will be taken in the following order:

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1. The Superintendent, or designee, will notify all 12 month employees by May 1 the year prior if there are more than 260 workdays and how many days there are.
2. The 261st workday will be an additional holiday on July 5 or the first work day after the July 4th holiday.
3. The 262nd workday will be a floating holiday.