

15.5 Eleven- (11) and Twelve- (12) Month Educational Support Professional Vacation & Sick Leave [ESPs]

15.5.1 The District shall extend to full-time, twelve-month, ESPs paid vacation days according to the following schedule, adjusted for FTE:

- A. Ten (10) vacation days in the first year of employment, accrued at .83/month
- B. Fifteen (15) vacation days each year after the first year of employment accrued at 1.25 days per month.

15.5.2 The District shall extend to full-time, eleven-month, ESP's paid vacation days according to the following schedule, adjusted for FTE:

- A. Nine (9) vacation days in the first year of employment accrued at .818/month
- B. Thirteen and three-quarters (13.75) vacation days each year after the first year of employment accrued at 1.25 days per month.

15.5.3 A year is defined as July 1 through June 30.

15.5.4 Vacations will be scheduled at the convenience of the District and should not be taken during busy times of year for that employee's department.

15.5.5 Vacation time accruals shall have a maximum accrual cap of 30 days.

- 2024/25 School Year - vacation leave in excess of 30 days will be paid out at the current determined hourly or daily rate.

15.5.6 An employee who resigns will be paid for unused vacation time accrued and will be docked for any days used in excess of those accrued.