

## Management, Supervisory and Confidential Personnel

**DUTY DAYS/VACATION**

## I. Duty Days

Each management, supervisor and confidential position classification has a specific number of duty days assigned. These duty days shall include the days in which school is in session and such other regular workdays (Monday-Friday), as required to complete the total number of duty days.

## II. Vacation

- a. The employee shall be entitled to vacation days as prescribed by their contract in accordance with approved salary schedules.
- b. Vacation time earned by June 30 each year may be accrued up to one year of current allotted contract vacation days. Employees may only accrue vacation in excess of the aforementioned by prior approval of the Superintendent.
- c. Excess of a year of current allotted contract vacation days may be paid out, or approved for carry-over by October of the following fiscal year
- d. Upon separation from employment, vacation time accrued and unused shall be paid at the employee's regular per diem rate.

Adopted: 01-12-16	CALAVERAS UNIFIED SCHOOL DISTRICT San Andreas, California
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