

**SAINT PAUL FEDERATION OF EDUCATORS  
PROPOSAL #14  
OCTOBER 12, 2023**

**EA Contract  
Winter Break Pay**

**ARTICLE 9. VACATION**

**9.1 Eligibility.**

9.1.1 Full-time employees and all part-time, twelve (12) month employees regularly assigned to work a minimum of forty (40) hours per biweekly pay period shall earn vacation as specified in this section.

**9.2 Vacation Accrual, Full-Time, Twelve (12) Month Employees.** This also includes full-time twelve (12) month Discovery Club employees working 32.5 hours per week.

9.2.1 A new employee or an employee in the first year of a twelve (12) month assignment shall accumulate the pro rata equivalent of fifteen (15) days of vacation for the full twelve (12) month work year. The formula is .0576 times each hour paid on the payroll, rounded to the nearest hour.

9.2.2 After one (1) year of service as a twelve (12) month educational assistant, the employee shall accumulate the pro rata equivalent of twenty (20) days of paid vacation for the full twelve (12) month work year. The formula is .0769 times each hour paid on the payroll, rounded to the nearest hour.

9.2.3 After ten (10) years of service as a twelve (12) month educational assistant, the employee shall accumulate the pro rata equivalent of twenty-two (22) days of paid vacation for the full twelve (12) month work year. The formula is .0846 times each hour paid on the payroll, rounded to the nearest hour.

9.2.4 A maximum of one hundred twenty (120) hours of unused vacation may be carried over from one (1) calendar year to the next. An employee may be permitted to carry over more than the maximum one hundred twenty (120) hours upon written approval of the supervisor or program administrator.

**9.3 Winter and Spring Break Pay for Ten (10) Month Employees**

**9.3.1 Winter Break. Ten (10) month employees who are active on the payroll shall be paid their normal hourly wages to a maximum of 37.5 hours per week.**

**9.3.2 Spring Break. Ten (10) Month employees who are active on the payroll shall be paid their normal hourly wages to a maximum of 37.5 hours per week.**

9.3 ~~Vacation Accrual, Ten (10) Month Employees~~

~~9.3.1 Eligibility for Vacation. Employees must be active on the payroll in order to be eligible for this benefit.~~

~~9.3.1.1 Winter Break. Ten (10) month employees shall be eligible to accrue up to a maximum of 40 hours of break pay time to be applied to winter break at an accrual rate of .089285 for each hour paid. Accrual for winter break starts at zero on the first day of school. the 16th day after school starts in September with no carry over.~~

~~Time accrued will be paid during the applicable winter break periods as indicated on the SPPS school year calendar. Time accrued will be tracked on employees pay stubs. Employees who work at Crossroads Elementary which is on a year around school year calendar shall be paid winter break accrual as indicated on the SPPS school year calendar. Employees must be actively employed during the break period to receive break pay.~~

~~9.3.1.2 Spring Break. Ten (10) month employees shall be eligible to accrue up to a maximum of 40 hours of break pay time to be applied to spring break at an accrual rate of .089285 for each hour paid. Accrual for spring break starts at zero on the first day of school in January with no carry over. Time accrued will be paid during the applicable spring break periods as indicated on the SPPS school year calendar. Time accrued will be tracked on employees pay stubs. Employees who work at Crossroads Elementary which is on a year around school year calendar shall be paid spring break accrual as indicated on the SPPS school year calendar. Employees must be actively employed during the break period to receive break pay~~

~~9.3.2 Exception for Unpaid Medical Leave: If an employee is employed by October 1 or December 1 as required in 9.3.1 or 9.3.2 above and is on unpaid medical leave the employee will be eligible for the paid vacation period under the following conditions:~~

~~1) The employee has been employed as an educational assistant in the~~

~~District on a full-time basis for at least one (1) full school year immediately preceding the year in question, and is so employed for the current school year; and~~

~~2) The employee has been employed full-time and worked at least forty (40) days between the start of school and the beginning of Winter Break;~~

~~OR~~

~~3) The employee has been employed and worked at least forty (40) days between December 1 and the beginning of Spring Break.~~

9.4 Vacation Accrual, Part-Time, Twelve (12) Month Employees.

9.4.1 Eligible employees shall accrue vacation at the rate of .0576 times each hour of employment, rounded to the nearest hour.

9.4.2 A maximum of five (5) days of unused vacation may be carried over from one (1) calendar year to the next year subject to approval of the supervisor.

9.4.3 Vacations shall be scheduled as approved by the supervisor.