

Agenda Item Title: Board Policy 5.310, *Vacations and Holidays*, on First Reading

Board Meeting Date: July 28, 2026

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

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| Consent Agenda | ☐ |
| Action Item | ☒ |
| Reports and Information | ☐ |

Requires City Council Approval: Yes ☐ No ☒

Summary

The proposed revisions to Board Policy 5.310 are intended to ensure consistency in the District's administration of vacation leave. The revised policy establishes the same vacation-accrual rates for eligible classified and certified employees based on years of continuous service with MCS. It also clarifies the treatment of accrued vacation leave upon separation by limiting payment to the employee's accrued, unused vacation balance, up to a maximum of thirty (30) days, and provides that employees terminated for cause or resigning in lieu of disciplinary action are not eligible for payment unless otherwise required by law. Additionally, the revisions authorize the Director of Schools to designate certain Central Office workdays as non-working days based on District operational needs. The policy also includes organizational and clean-up revisions to clarify vacation eligibility, accrual, scheduling, carryover, holiday observance, and related administrative procedures.

Staff Recommendation

Approve revisions to Board Policy 5.310, *Vacations and Holidays*, on first reading

Fiscal Impact

The revisions are expected to have a fiscal impact. Establishing the same vacation-accrual rates for eligible classified and certified employees may increase the amount of vacation leave accrued by certain employees. Limiting vacation-leave payouts upon separation to the employee's accrued, unused balance, capped at thirty (30) days, will provide greater predictability and limit the District's potential payout liability.

Connection to MCS's Five-Year Strategic Plan

- ☐ **Academic Success:** Raise academic achievement for all students across content areas by closing learning gaps and ensuring readiness for the next grade level so that every child is prepared for future success.
- ☐ **Ready to Learn:** Promote the success of every child by supporting their social, behavioral, and non-academic needs in partnership with families and the community so that students are ready to learn.
- ☒ **Highly Qualified Team:** Invest in the growth and retention of our employees so that every student benefits from a well-prepared and highly qualified team.
- ☐ **Operational Efficiency:** Ensure operational efficiency so that resources effectively support and enhance student learning.
- ☐ **District of Choice:** Strategically promote and expand the strengths and opportunities of our schools so that we are recognized as the district of choice for families.