

## SUPPORT STAFF VACATIONS AND HOLIDAYS

At this time the following days will be recognized as paid dates for all 12 month, hourly non-certified personnel for the school year.

No date listed will be counted as time physically worked and as such does not compute into overtime consideration.

All 12-month salaried and hourly supervisors or administrative positions need to be prepared to complete the following during vacation and breaks in the school schedule:

1. You are required to meet any emergency situations that arise during these times.
2. It is required that any additional / specific work needs for your building or the site, be completed before these breaks. If not the paid leave may be revoked and expected work completed as a normal work time.

Leave or vacation time may be used during these breaks in the school year, however, if you are using time, please make arrangements to have your site checked for any problems, concerning heat, vandalism, break-ins, computer problems, or other issues that might arise when employees are away from their site for a length of time.

If an employee is on leave or vacation during the listed dates they will receive only one form of compensation. Please check with the Central Office to clarify the option being used during the leave and for these paid dates.

Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day  
New Year's Day  
Memorial Day

In addition to the above, the following days will also be paid for the school year:

October—Fall Break  
Day after Thanksgiving  
Day before Christmas  
Day after Christmas  
Friday before Easter

## Vacations

Full time support staff will be granted annual vacations, with pay in accordance with the following schedule:

1. After 1 year of successful employment, 1 week;
2. After 3 years of successful employment, 2 weeks;
3. After 9 year of successful employment, 3 weeks.

Part time support staff (employed on a 12 month basis), working less than 30 hours per week, will be granted annual vacations, with pay equal to contracted weekly time of work, in accordance with the following:

1. After 1 year of successful employment, 1 week of paid vacation. (This status will not be carried over if the part time employee becomes a full time employee at a later time).

An individual's employment year for vacation purposes will start with the employment date during the first year of employment. If an employee is leaving the district the employment date will be used in calculating vacation buy-out. Any year thereafter, July 1st will be used as the award dates for employees that have vacation time for the year of employment. Any deviation to the above schedule will be recommended by the employee's immediate supervisor and approved by the superintendent.

The scheduling of vacations must be approve in advance by the employee's supervisor. Employees may not carry over vacation entitlement from one year to the next, nor may they be compensated for unused vacation, except as the superintendent approves some special arrangement.

If an employee terminates his/her employment, the district will pay for unused vacation leave, but only provided the employee has given two weeks' notice of resignation to his/her immediate supervisor. Only unused vacation leave between the employment date and the award date will be used in this calculation.

Adopted: October 4, 1994  
Revised: August 8, 2000  
Revised September 1, 2007  
Revised September 14, 2009  
Revised: September 8, 2015