

PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

Vacation

All 12-month full time professional staff will be granted 20 days of paid vacation leave on July 1 of each contracted year. Newly hired employees will be granted paid vacation days on a pro rata basis on the date of hire.

Unused vacation days are cumulative to 40 days. Employees will not receive compensation in lieu of vacation days not taken. Days accumulated over the 40 day limit will be lost with no compensation to the employee. Terminating employees will be paid unused vacation leave up to 20 days.

Vacation leave must be approved in advance by the employee's immediate supervisor.

Part-time, 9 and 10 month employees are not eligible for vacation leave.

Holidays

The following holidays will be granted with pay to all 12 month full-time certified personnel. Others may be declared by the Superintendent.

New Year's Eve Day	Labor Day
New Year's Day	Fall Recess Day
Good Friday - Easter Monday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve Day
President's Day	Christmas Day

If any of the above holidays fall on a Saturday or Sunday, additional time off may be given by the Superintendent.

Adopted 4/11/11

School District #1, Sweetwater County, WY