

SUPPORT STAFF VACATIONS AND HOLIDAYS

Vacation Allowance

All 12-month full time classified personnel will be granted vacation leave with pay according to the following schedule:

1. First year - Five days after nine consecutive months of successful employment.
2. Two through five consecutive years of service - Ten days.
3. Six or more consecutive years of service - one additional day per year, not to exceed 20 days, i.e. six years = 11 days, 7 years = 12 days, etc...

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.

In the event the employee cannot be released at the desired time, adjustments may be made in the above schedule.

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

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

Holidays

The following holidays will be granted with pay to all full-time classified 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.

All 9 and 10 month full-time employees will be granted the above holidays with pay with the exception of Independence Day. Part-time employees are not eligible for any paid holidays.

Adopted 2/14/77

Revised 2/10/92 6/22/92 4/14/99 11/10/99 4/11/11