

PERSONNEL SERVICES

Policy 4330

Absences, Leave and Vacation

Holidays and Vacation

The Board will annually adopt a calendar that will provide for the following holidays:

1. Labor Day
2. Thanksgiving
3. Day after Thanksgiving
4. Christmas Eve
5. Christmas Day
6. New Year's Eve
7. New Year's Day
8. Presidents Day
9. Good Friday
10. Memorial Day
11. 4th of July

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays.

Administrators employed on a twelve (12) month contract shall have vacation as provided in their individual contracts. Vacation shall be scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent approval.

Support Staff Holidays and Vacation

The school calendar, as adopted by the Board, establishes the school recess periods and holidays for support staff members. The Board prefers that vacations be taken when school is not in session, and vacation schedules must be cleared by the immediate supervisor and/or the Superintendent/designee in advance of being taken.

Twelve month employees are awarded the following vacations with pay:

Employed 1 year-1 week of vacation

Employed 2 years-1 week of vacation

Employed 3 years-2 weeks of vacation

Employed 10 years-3 weeks of vacation

Less than 1 year employment 1 day of vacation for each three month period employed.

12 month employees will work 261 days with holidays and vacations listed:

- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Presidents' Day
- Good Friday
- Memorial Day
- 4th of July

9 month employees will work 174 attendance days, 4 teacher meeting days, and will have 3 paid holidays (Thanksgiving, Christmas, and New Year's Day).

10 month employees will work 174 attendance days, 3 teacher meeting days, 10 days before school opens, and 10 days after the last attendance day, and will have 3 paid holidays (Thanksgiving, Christmas, and New Year's Day).

11 month employees will work 220 days (school term 177 days plus 43 days). They will receive the same holidays as nine and ten-month employees. **No snow days.**