

## SUPPORT STAFF VACATIONS AND HOLIDAYS

### Vacations

Support staff employed full time, 12 months of the year, shall be granted paid vacations as follows:

1. After one calendar year of service, an employee shall be granted one week of paid vacation. After completing two consecutive calendar years of service, an employee shall be granted two weeks of paid vacation; after completing 10 consecutive calendar years of service, an employee shall be granted three weeks of paid vacation; after completing 15 consecutive calendar years of service, an employee shall be granted four weeks of paid vacation; and after completing 25 years of consecutive calendar years of service, an employee shall be granted five weeks of paid vacation. For purposes of this policy, a week is defined as five working days.
2. Vacations for support staff employees shall be regularly scheduled during the summer months when school is not in session. Support staff employees may take up to one week of their vacation during the school year providing appropriate coverage. Requests for exceptions to this policy may be submitted in writing to the District Administrator.
3. Vacation time not used cannot be carried over into a subsequent year, without prior approval of the District Administrator. By written request, up to 20% of an employee's eligible but unused vacation days may be compensated.
4. Vacation time shall be calculated from the date of hire or July 1.
5. Persons leaving employment with the district who have completed one calendar year of service shall have their vacation time pro-rated in terms of complete months of service.

### Holidays

Support staff employed full time, 12 months of the year, shall be granted paid holidays as follows:

1. Employees shall receive the following full-day paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the following Friday) and Christmas Day. When any of these holidays fall on a Saturday or a Sunday, the prior Friday or the following Monday shall be granted as a holiday.
2. Employees shall receive the following one-half day paid holidays: Christmas Eve and New Year's Eve, and two (2) additional one-half day at the determination of the District Administrator. Compensative allowances shall be granted if any of these days fall on a Saturday or Sunday.

3. Employees who must work on a holiday designated above shall receive compensation time off from the District Administrator.

When a holiday falls during an employee's vacation period, the employee shall receive another full-day or half-day off in its place. Other support staff employed 30 hours per week for fewer than 12 months of the year shall be granted the following paid holidays: Memorial Day, Thanksgiving Day and the Friday after Thanksgiving.

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