

## **SUPPORT STAFF VACATIONS AND HOLIDAYS**

***THE DISTRICT HAS SEVERAL TYPES OF CLASSIFIED EMPLOYEES. PLEASE BE AWARE OF THE DIFFERENCE AS YOU READ THIS VACATION AND HOLIDAY PACKAGE.***

### ***Vacation***

Generally, vacations will be scheduled and taken during the time school is not in session and must be approved by the employee's immediate supervisor. Exceptions to this must be approved by the employee's supervisor. The continuous operation of the work schedule will be of utmost consideration.

A request for vacation days to be used during the summer must be submitted to the employee's supervisor by June 1 of each year. Modifications to these requests are at the discretion of the immediate supervisor.

Vacation days immediately before and after holidays during the school year will normally be disapproved unless approved by the immediate supervisor.

Employees will be allowed to accumulate forty (40) days of vacation to carry forward. Therefore, employees accumulating over forty (40) days vacation will be paid at a rate of 50% of daily rate for regular classified employees and 50% of daily rate for classified directors at year end and the carry forward will be reduced to forty (40) days.

All full-time, 12-month classified employees shall earn vacation time in accordance with the following:

1. 1<sup>st</sup>—6<sup>th</sup> year employees shall earn 12 days vacation per calendar year. After six months of employment, new employees will be entitled to one week of vacation.
2. Employees with seven – fourteen years of service shall earn 18 days of vacation per calendar year.
3. Employees with 15 or more years shall earn 24 days of vacation per calendar year.

## *Holidays*

The following paid holiday schedule shall apply to all 12-month, full-time classified employees.

<i>Number of Days</i>	<i>Holiday</i>	<i>Date</i>
1	Independence Day	July 4*
1	Labor Day	First Monday in September
3	Thanksgiving Day	Wednesday-Thursday-Friday
1	Good Friday	Friday before Easter
1	Memorial Day	Last Monday in May
8	Winter Break	(Colorado Day, Columbus Day, Christmas Day (2); New Year's Day, Martin Luther King Day, President's Day, Easter Monday), giving 12-month classified staff a total of 8 days off.

\* If the holiday falls on Saturday, the previous Friday will be the paid holiday. If the holiday falls on Sunday, the following Monday will be the paid holiday.

Adopted: October 1976  
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Revised:

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