

Support Staff Vacations and Holidays

Vacations

Regular full-time personnel working on a 12-month basis (240-260days) are entitled to earn 15 days of vacation each contract year at a rate of 1.25 days per month. All vacation time shall be taken by December 30th of the following fiscal year; vacation leave cannot be deferred, any vacation leave not used within the time frame allowed will be forfeited. (snow days are not entitled; if an employee is on vacation and a snow day is called they will not be credited for the snow day)

Paid Holidays:

July 4th or the day prior or after if it falls on a weekend
Labor Day
Thanksgiving week - 5 days
Presidents' Day
Memorial Day

Vacations shall be scheduled at the convenience of the district and as nearly as possible at the convenience of the employee. All summer vacation schedules shall be arranged for all employees and reviewed with the immediate supervisor prior to April 1.

All classified employees who resign or whose employment is terminated shall receive the paid vacation to which they have accrued with their final paycheck.

Summer Schedule:

Beginning June 1 ending July 31 employees may elect to work 4 - 10 hour days or 5 - 8 hour days. Any employee who elects to take time off in lieu of working extra hours must use vacation time.

Adopted: 2006

Revised: January 13, 2016