

SUPPORT STAFF VACATIONS AND HOLIDAYS

Vacation Allowance

All 12-month full-time classified personnel after six (6) months of employment from start date, will be granted 10 days of paid vacation. Once a full-time classified employee completes their first year of employment they will earn an additional 10 days. Beginning the second through tenth year of employment, the 20 days will be earned on a pro rata basis upon completion of each month. Once an employee has served ten years with the district, on the date of hire of their eleventh year they will be granted 25 days of paid vacation leave on a pro rata basis upon completion of each month, and after an employee has served fifteen years, on the date of hire of their sixteenth year they will be granted 30 days of paid vacation on a pro rata basis upon completion of each month.

Unused vacation days are cumulative to 50 days. Employees will not receive compensation in lieu of vacation days not taken. Days accumulated over the 50 day limit will be lost with no compensation to the employee. Terminating employees will be paid unused vacation leave up to a maximum of 50 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. Custodians must also have their vacation approved by the Director of Facilities or designee.

Part-time and full-time 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.

Anniversary date shall mean date of hire or date of full-time employment.

Adopted 2/14/77

Revised 2/10/92; 6/22/92; 4/14/99; 11/10/99; 4/11/11; 5/11/2020