

Support Staff Vacations and Holidays

Vacations

All twelve month personnel shall accrue vacation time at a specified rate per month. Vacations will be allowed according to the following schedule:

1-5 years' employment: One (1) day per month.

6-15 years' employment: One and one-half (1 1/2) days per month.

16 years' and over: Two (2) days per month.

Years of employment must be consecutive in order to qualify for 15 days or more vacation. In order for an employee to accrue vacation credit in any calendar month, the employee must have worked more than 50% of the scheduled workdays in that month.

Employees may accumulate up to a maximum of 20 vacation days. Up to 10 days of unused vacation in excess of the maximum 20 accumulated days will be paid at the rate of the prevailing substitute teacher pay.

Vacations will be arranged with the appropriate administrators for a time convenient for the efficient operation of the schools.

Upon separation from the district, employees will be reimbursed unused vacation leave at their full daily rate.

Holidays

All twelve month personnel shall have the following holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Day (if on school calendar), Presidents' Day, Memorial Day, and Fourth of July. In the event that the holiday falls on a weekend, either the Monday following or the Friday preceding may be granted as a holiday.

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