

CLASSIFIED EMPLOYEE – VACATIONS AND HOLIDAYS

Purpose: To provide vacation and holiday leave to classified personnel.

Policy: The board will determine the amount of vacation and holidays that will be allowed on an annual basis for classified employees.

Classified employees will be paid only for the hours they would have been scheduled for the day.

Classified employees who work twelve months a year and a minimum of 30 hours per week will be allowed ten paid holidays if the holidays fall on a regular working day. The ten holidays are Good Friday (if school is in session on Good Friday, an alternate day will be assigned), Memorial Day, July 4, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Eve Day and News Years Day.

Twelve month classified personnel who have been employed a full year (12 months) are entitled to two (2) weeks vacation with pay. They are entitled to three (3) weeks of vacation with pay after five (5) years of continuous employment, four (4) weeks of vacation with pay after fifteen (15) years of continuous employment and five (5) weeks of vacation with pay after twenty-five (25) years of continuous employment.

Vacation time may not accrue from one year to the next and, except in cases of emergency, employees may not be employed by the District for extra wages during vacation periods.

Approved _____
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