

Code No. 414.1 CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

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

Classified employees who work at least 35 hours a week and have a twelve month wage or salary agreement, unless the classified employee's contract indicates otherwise, will receive vacation days build up as follows:

1 st year	10 days
2 nd year	11 days
3 rd year	12 days
4 th year	13 days
5 th year	14 days
6 th year	15 days

Classified employees who leave prior to the end of their contract will receive their pro rata share of vacation for the year.

The vacation may be taken any time during an 18-month period form July 1st to December 31st of the following year. The employee must submit a vacation request to the superintendent, who is responsible for determining whether the request will disrupt the school district operation.

Full-time regular classified employees will be allowed a maximum of 3 days of personal leave to accomplish personal business that cannot be conducted outside the work day. The employee must, whenever possible, submit a personal leave request 1 day prior to the leave day. This leave may be denied if it falls on the day before or the day after a holiday or vacation, or used during the last four weeks of school, it would cause undue interruption to the education program or to a program demanding the employee's services to the department, or other reasons deemed relevant by the superintendent. It is within the discretion of the superintendent to grant personal leave. Personal leave can be accumulated up to three (3) days. Personal days can be taken as a whole day, half-day or quarter day.

Classified employees who work twelve months a year will be allowed six paid holidays, if the holidays fall on a regular working day. The six holidays are New Year's Day, Memorial Day, and July 4, Labor Day, Thanksgiving Day and Christmas Day. Classified employees, whether full-time or part-time, will have time off in concert with the school calendar.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued form year to year without a prior arrangement with the superintendent.

Classified employees are allowed to use up to four days for the care of immediate family. Immediate family would include spouse, children, stepchildren, parents, stepparents and in-laws. Other family situations may be addressed with the superintendent. The superintendent's decision

is final.

Classified employees with exemplary work attendance record will receive a bonus as follows:

Perfect Attendance	4 days bonus pay
One Day Absent	3 days bonus pay
Two Days Absent	2 days bonus pay
Three Days Absent	1-day bonus pay

Persons entitled to vacation pay may substitute additional days of paid vacation. Excluded, as absences will be regular vacation or assigned duties away from the workstation. The period of time for consideration of bonus pay will be the school year from July 1 to June 30. Employees who are employed for partial years or quit prior to the end of the agreement year will not qualify for bonus payment.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for classified employees.

For any of the above absences the employee must complete an absence card stating the dates of absence and reasons for being absent.

Legal Reference:

Iowa Code §§ 1C.1 -2; 4.1(34) ;20.9 (2003).

Cross Reference:

409.1 Licensed Employee Vacations - Holidays - Personal Leave

601.1 School Calendar

First Reading: July 18, 2018

Second Reading: August 20, 2018