

P 4330 Holidays and Vacations

Personnel Services

Absences, Leave and Vacation

VACATIONS:

All regular twelve (12) month employees of the school are entitled to two (2) weeks of vacation with pay during the first ten full years of employment, unless otherwise stipulated by contract.

All regular twelve (12) month employees of the school are entitled to three (3) weeks of vacation with pay for each full year of employment after the tenth year of employment.

The Superintendent of Schools shall be entitled to three (3) weeks of vacation per year.

Vacations must be taken at a time stipulated by the Superintendent.

Vacations must be taken on a yearly basis and are not accumulative without prior Board approval on a case by case basis.

HOLIDAYS:

Non-certified employees of the District who are employed on a calendar month basis and full-time (12-month) hourly employees will be paid for the following designated holidays:

New Year's Day

Labor Day

Memorial Day

Thanksgiving Day

Independence Day

Christmas Day

Dr. Martin Luther King Jr. Day

President's Day

In the event that, due to circumstances beyond the school's control, any of these days is used as a school make-up day, the above-mentioned employees may at the discretion of the Superintendent, be required to report to work. The Superintendent will be required to designate a substitute holiday for each effected employee. If it is determined by the Board to be in the best interest of the operations of the school, overtime pay may be offered in lieu of a substitute holiday for any or all of the effected employees.

Board Adopted December 8, 2011

