

## **PERSONNEL SERVICES**

**Policy 4330**

### **Absences, Leave and Vacation**

#### **Holidays and Vacation**

The Board will annually adopt a calendar that will provide for the following holidays:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Years Day
- 5.
- 6.

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays.

Administrators employed on a twelve (12) month contract shall have vacation as provided in their individual contracts. Vacation shall be scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent approval.