

CLASSIFIED STAFF VACATIONS AND HOLIDAYS

Classified personnel who work a 12-month year will be entitled to two weeks annual vacation with pay after the first year of employment.

Twelve-month employees, after completing five (5) years of continuous service to the schools, will be entitled to three weeks annual vacation. Vacation is to be scheduled as approved by the Superintendent.

Twelve-month employees, after completing ten (10) years of continuous service to the schools, will be entitled to four weeks annual vacation. Vacation is to be scheduled as approved by the Superintendent.

As of July 1 of each year an employee will have earned vacation per policy. One week of accrued vacation from the previous year will be allowed to be carried over. Any time beyond this will be forfeited at no cost to the district. All vacation time will be stated on employee's work agreement.

Paid holidays for twelve-month full-time classified staff will follow the school calendar holidays.

Maintenance/Custodial and Grounds staff work during Christmas break and will be given 1 1/2 days at Christmas and 1 1/2 days at New Years.

Other classified staff will work days and hours as specified by Notice of Employment forms or as directed by the administration.

Adopted: 3/11/85

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Revised: 06/19/06