Purpose: To establish the basic structure for professional staff vacations and holidays.

School-Year Personnel

The school calendar, as adopted by the board, establishes the school recess periods and holidays for instructional administrative staff members employed on a school-year basis.

Administrators and Year-Round Personnel

Full-time, 245-day administrators employed on a full-year basis (52 weeks) and instructional personnel working in permanent, budgeted positions will receive board-approved holidays and paid vacations as follows:

Vacations

All district employees who are 12-month employees accrue leave at the rate of .83 day per month for a total of 10 days per year.

Employees must obtain the prior approval of their supervisor before using accrued vacation leave.

Vacation leave is not cumulative. Employees may carry over no more than 10 days of vacation leave into a new calendar fiscal year.

Holidays

- New Year’s Day (January 1)
- Martin Luther King Day
- Spring Break (one day)
- Independence Day (July 4)
- Labor Day
- General Election Day (even-numbered years) (first Tuesday in November)
- Thanksgiving Day (fourth Thursday in November)
- Christmas (three days - December 23rd, 24th, and 25th)

NOTE: District should add/subtract local holidays permitted/not permitted.

Administrative personnel and district-office level personnel who are 12-month employees will observe the 12-month calendar as designated by the district school calendar holidays.

Adopted 4/25/78, Revised 11/12/02,