Policy

SUPPORT STAFF VACATIONS AND HOLIDAYS

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

School-Year Personnel

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

Administrators and Year-Round Personnel

Regular Full-time, 245 or 262- or 262-day administrators personnel employed on a full-year basis (52 weeks) and year-round instructional personnel support personnel working in permanent, budgeted positions will receive board-approved holidays and paid vacations as follows:

Vacations

Staff personnel of the District who are employed on a 12-month basis shall earn up to 10 days of vacation per year. Staff members shall earn vacation leave on the basis of .83 day for each month of active service. 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.

Vacation leave is not cumulative. Employees may carry over no more than 5 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)
Support staff personnel who are 12-month employees will observe the 12-month calendar as designated by the district.

Non-temporary support personnel who are employed as custodians, maintenance workers and security staff on a 12-month basis will be granted 10 paid holidays each fiscal year.

Custodians, Maintenance Workers, and Security Personnel

Custodians, maintenance workers and security personnel may be asked to work on all or part of a holiday, but in this event they will be granted equal time off as mutually agreed upon with the building principal or supervisor.

Custodians, maintenance workers and security personnel will report to work on work days during the school year when schools are not in session and on days when the schools are closed because of weather or other emergencies.

Twelve-month (262 day) non-temporary custodians, maintenance workers and security staff will be granted the following standard paid holidays:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>One day</td>
</tr>
<tr>
<td>Labor Day</td>
<td>One day</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Two days (fourth Thursday in November)</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Three days</td>
</tr>
<tr>
<td>New Year’s</td>
<td>One day</td>
</tr>
<tr>
<td>Spring Break</td>
<td>One day</td>
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<tr>
<td>Martin Luther King Day</td>
<td>One day</td>
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General Election Day (even-numbered years) (first Tuesday in November)

Adopted 10/1/72; 11/28/72; 4/25/78; 8/31/82; 5/14/85; 12/12/95, 11/12/02, ^