

SUPPORT STAFF VACATIONS AND HOLIDAYS

- 1) Calendar Year Full time personnel will receive the following vacations and holidays with pay:
 - a) One week's vacation for the first three (3) years of employment.
 - b) After three (3) years of employment they are to receive two weeks vacation.
 - c) After ten (10) years of employment they are to receive three weeks vacation.
 - d) Years are computed on the basis of July 1 to June 30. Fractional years are of service receive vacation days according to the following:
 - Anyone hired from July 1 to March 30 receives three vacation days.*
 - Anyone hired April 1 to June 30 receives no vacation days.*
 - e) Vacation time not taken will be lost and no extra payment made unless requested to work by the Administration or School Board due to unusual circumstances.
 - f) Vacations should be requested during the summer, but exceptions can be made subject to the approval of the Administration or School Board.
 - g) All legal holidays falling during the week (Monday through Friday) will be paid "holiday" days. When a legal holiday falls on a weekend or during a selected vacation period (not Easter Sunday), employees will receive a "holiday" day either on the Friday preceding or Monday following the weekend the holiday is on .
 - h) Full time employees will also be allowed one half day December 24 and one half day Good Friday with pay.
- 2) Calendar Year part-time hourly wage employees will receive vacations with pay based on a six-hour day with 1) a-h applying.
- 3) Part-time help who are not employed year round will receive no vacation benefits other than the legal holidays falling within the school year (Labor Day, Thanksgiving, and sometimes Memorial Day).

Reaffirmed annually February 22, 1993 through January 4, 2012
Revised October 4, 2017