

*STAFF VACATION AND HOLIDAYS*

School vacation and holiday dates are set by the Board of Education when they adopt the school calendar. No employee may extend these vacation/holiday dates by leaving early or arriving late without prior approval from the superintendent. Twelve month employee vacation time will be scheduled at the convenience of the district first. All vacation time must be applied for through the superintendent prior two weeks prior to request for leave time.

Holidays during which classified staff are not required to work: New Year Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

Twelve month support staff will be present and performing duties except when the administrative office/school district is officially closed in accordance with job descriptions.

Twelve month support staff will be allowed one week's paid vacation the first year; two week's paid vacation the second year, three week's paid vacation after completing the fifth year and four week's paid vacation after completing the tenth year. Vacation days will not be accumulative and must be used by August 15<sup>th</sup> the following contract year.

Adopted: 6/17/80

Revised: 3/12/98

Revised: August 2018

LEGAL REP.: 1973 C.R.S. 22-1-112

CROSS REP.: IC(ICA)