

SUPPORT STAFF VACATIONS AND HOLIDAYS

Code **GDD** Issued **7/11**

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

Regular full-time support staff employed on a full-year basis (52 weeks) will receive vacations and holidays as follows.

Vacations

- Twelve-month support staff employees employed on a full-year basis (52 weeks) accrue annual leave at the rate of one day per calendar month of service in the district.
- Twelve annual leave days may be advanced at the beginning of the fiscal year.
- Unused annual leave may be accumulated to a maximum of 45 days. However, the board feels that for the good of both the employee and the district, under normal circumstances, vacations should be taken annually.
- Days may be taken as accumulated in whole-day, half-day or quarter-day increments.
- An employee must obtain the prior approval of his/her supervisor before using accrued leave.
- Annual leave days taken for which accumulated annual leave is not available will be charged to the employee's personal leave or deducted from the employee's pay. Deductions will be calculated at the employee's current daily rate.
- Unearned leave taken will be deducted from the employee's final pay when an employee must take a leave of absence or is forced to leave the district.
- An employee leaving the district upon retirement or resignation will be compensated for annual leave accumulated to the date of separation, not to exceed 45 days, provided the employee has completed 12 or more months of continuous service and has submitted notice to his/her supervisor at least two weeks in advance of the effective date of resignation. An employee who is involuntarily separated from employment will be compensated for annual leave accumulated to the date of separation not to exceed 45 days.

The district will not provide annual leave to temporary employees, part-time employees or those employed on less than a 12-month basis.

The board annually will approve a holiday schedule for all 12-month and 260-day employees in the school calendar.

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

Adopted 10/29/73; Revised 4/16/84, 6/17/85, 3/20/89, 6/21/90, 9/16/96, 1/20/03, 7/18/11