

Support Staff Vacations and Holidays

Vacations

Regular classified personnel working on a 12-month basis are entitled to paid vacation on the following basis:

1-4 years of service-----Up to 80 hours of vacation time

5-9 years of service-----Up to 120 hours of vacation time

10+ years of service----Up to 160 hours of vacation time

A maximum of 40 hours of vacation not taken by December 31 may be paid at ½ of first step certified substitute pay OR may be transferred to the employee's sick leave.

Vacation shall be scheduled at the convenience of the district and as nearly as possible at the convenience of the employee. All employee extended vacation requests must be turned in to the superintendent in writing one month prior to expected leave.

All classified employees who resign or whose employment is terminated shall receive the paid vacation to which they are entitled at the next regular pay date if resigning or immediately if terminated. The entitlement to paid vacation will be based on the ratio of the number of hours worked in the current contract year to the number of full contract hours.

Employees whose term of service is less than one full year shall be entitled to paid vacation in the ratio that their length of service bears to a full year. All vacation will be prorated based on length of service to the district after the first 6 months of employment.

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