Hudson Community School District

Code No. 414.1

CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

The board will determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for classified employees.

Regular employees who are employed twelve months of the year are entitled to one week of vacation with pay following the first year, two weeks of vacation with pay following the second year, and three weeks of vacation with pay following the fifth year of employment. Regular full-time employees who are employed in a twelve month position shall receive a pro-rata share of vacation on the July 1 following employment. One year of service is defined as six (6) calendar months of full-time service. An employee working less than six (6) months in the initial year shall receive pro-rata vacation but will not be credited with a year of service.

The superintendent shall establish a vacation schedule for all classified personnel.

Vacation time may not accrue from one year to the next except for emergency or unusual circumstances which must have the superintendent's approval. Vacation leave will be granted each July 1 and must be used by August 15 of the following year. Twelve-month employees can view their accumulated leave at any time in the leave portal.

Wages for vacation time shall be based upon and limited to hours of employment as stipulated in the employee's contract. Except in cases of emergency, employees may not be employed for extra wages in lieu of vacation time.

Classified employees will be allowed seven paid holidays. The seven holidays are: Labor Day, day following Thanksgiving Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday and Memorial Day.

Classified employees who work twelve months a year will be allowed the above seven holidays, plus July 4th and Christmas Eve for a total of nine holidays.

Each classified employee shall be credited with a maximum of five (5) personal days per year for the employee's personal use. An employee shall notify their supervisor at least one week in advance except in cases of emergency. This leave cannot be used to extend vacation, during inservice days, or on the opening or closing day of school, except in cases of emergency or pre-arranged. Employees who work less than 12 months must use personal leave prior to the end of their contract.

Twelve-month employees must use personal leave prior to August 1 of the following contract year. Unused personal leave will not be carried over to the next year.

Employees who begin employment after the beginning of the contract year shall be granted a pro-rata share of the five (5) combined leave days allowed.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued from year to year without a prior arrangement with the superintendent.

If personal days have been exhausted, a classified employee may use up to two days of their current sick leave for Immediate Family Illness. These two days are available only as needed and not able to accrue. Immediate Family Illness is defined as: illness or injury in the immediate family. Also, for pregnancy and childbirth of the spouse requiring hospitalization or requiring the presence of the employee due to said condition or during the first two weeks following child delivery by an employee's spouse. For the purpose of this section, the term "immediate family" shall be

defined as spouse, parents, step-parents, parents-in-law, children, step-children, children-in-law, brother, sister, brother-in-law, sister-in-law, and any other members of the immediate household.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for classified employees.

Legal Reference: Iowa Code §§ 1C.1-.2; 4.1(34); 20.9 (2007).

Cross Reference: 409.1 Licensed Employee Vacations - Holidays - Personal Leave
601.1 School Calendar

Approved 1/20/1992 Reviewed 6/19/2024 Revised 7/17/2024