

SUPPORT STAFF VACATIONS, HOLIDAYS AND PERSONAL LEAVE

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

It shall be the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for support staff.

Support staff who have worked one year, unless the support staff member's contract indicates otherwise, will receive **up to** 10 days of vacation each year. Support staff who leave prior to the end of their contract will receive their pro rata share of vacation for the year **for the time worked**.

The vacation may be taken any time during the school year when the vacation will not disrupt the school district operations. The employee must submit a vacation request to the superintendent, who shall be responsible for determining whether the request will disrupt the school district operations.

Support staff who worked twelve months a year will be allowed six paid holidays, if the holidays fall on a regular working day. The six holidays shall be New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. Support staff, whether full-time or part-time, shall have time off in concert with the school calendar. **These will not be paid unless worked or vacation time used.**

Full time regular support staff who work 12 months a year will be allowed a maximum of 2 days of personal leave to accomplish personal business that cannot be conducted outside the work day. The employee must, whenever possible, submit a personal leave request, stating the reason for the leave, 2 days prior to the leave day. This leave may be denied if it falls on the day before or the day after a holiday or vacation, it falls on a special day when services would be necessary, it would cause undue interruption to the education program or to a program demanding the employee's services to the department, or other reasons deemed relevant by the superintendent. It shall be within the discretion of the superintendent to grant personal leave.

Support staff wishing to be paid for snow days when the school is closed must either take leave or work the hours they wished to be paid.

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

Cross Reference: 410.01 Certificated Employee Vacations, Holidays and Personal Leave
602.01 School Calendar

Adopted: December 13, 2010

