

PERSONNEL SERVICES

Policy 4330

Absences, Leave and Vacation

Holidays and Vacation

The Board will annually adopt a calendar that will provide for the following holidays:

1. Labor Day
2. Thanksgiving Day + 1 Day
3. Christmas Day + 1 Day
4. New Year's Day
5. Memorial Day
6. Independence Day

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays. If the holiday falls on a Saturday or Sunday, the Superintendent shall designate the Friday before or Monday after as the holiday from work. The Superintendent may authorize additional holidays.

Employees in certificated positions on a twelve (12) month contract shall have vacation as provided in their individual contracts. Support staff members in 12-month positions shall be entitled 11 unpaid vacation days each fiscal year (July 1 to June 30). Vacation days do not carry over from year to year. Vacation shall be scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent approval.