

CLASSIFIED STAFF VACATIONS AND HOLIDAYS

Holidays:

The school calendar, as adopted by the Board, establishes holidays and school recess periods for the employees who work on teacher and/or student days.

Employees who work on a 12-month basis will be granted paid holidays on all legal holidays and such other holidays as designated by the Board. They will also be expected to report to work during school recess periods unless days during these period(s) are considered official and designated as paid holidays by the Board.

Vacations:

For year around employees the following vacation schedule is in effect beginning July 1, 2005:

1. Two week per year for first 5 years of employment.
2. Three weeks per year for 6 – 15 years of employment.
3. Four weeks per year for 16 years and over.

Classified staff employees will be given a reasonable and practical choice of vacation periods. Those with the greater seniority will be given preference.

(Adoption Date: December 13, 1982)
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(Reviewed Date: March 23, 2009)

CONTRACT REF: Classified Personnel Handbook: Holidays, Vacations