

**Personnel – Certified/Non-Certified**

**Vacations/Holidays**

Vacation and holiday practices shall be in according with employee negotiated agreements and this policy. In case of conflict between policy and agreements, provisions of negotiated agreements shall prevail.

**Vacations**

**1. During the School Year**

Vacations for 11 or 12 month employees will be granted only at times of the year when they will not interfere with the normal operation of the school, but in no case may more than one week vacation be granted while students are in attendance at school without approval by the Superintendent of Schools.

**2. Application for a Vacation**

Applications for vacation are subject to approval by the Superintendent or his/her designee.

**3. Cancellation of Vacation in Emergency**

All vacations may be canceled without notice in event of emergency.

**Holidays**

Holidays shall be those approved by the Board of Education or set forth in employee-negotiated agreements. If a holiday in January or December occurs on a school day, there shall be no session of the public schools on such day.

Legal Reference: Connecticut General Statutes

1-4 Days designated as legal holidays.