

- CLASSIFIED PERSONNEL -**Holidays**

Classified personnel who qualify shall be paid for four (4) holidays which shall be designated in the official school calendar. These are part of the school year required by state law.¹ Employees working 260 days or more shall be paid for two (2) additional holidays as designated in the official school calendar.

EXCEPTION

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. In this case, the employee shall be granted the holiday on another day.

CONTRACTED DAYS

Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee. Noncontracted days shall not accumulate.

VACATIONS

Full calendar year, classified personnel hired prior to July 1, 2009 who work 240 or more days in one position per school year shall be eligible for annual vacation days. Based on the length of service in the District, only those employees under contract for the 2009-2010 school year shall be eligible for annual vacation days, with pay, as follows:

Length of Service	Number of Days Annually
First year to fifteen (15) years	ten (10) days, not to be used during the first six (6) months of full-time employment.
fifteen (15) years or more of service	fifteen (15) days

No vacation days will be awarded to new employees hired after April 1, 2010.

A "new" applicant is any applicant who is hired but who is not employed by the District at the time of hire or any current employee who is hired into, transferred into, or promoted into a position for these benefits are no longer available.

Classified employees who utilize their full vacation days but do not complete ten (10) months of service will be subject to repay the Board for one (1) day per month up to ten (10) months of used but unearned vacation days. Use of vacation days must be approved, in advance, by the Superintendent or the Superintendent's designee. Unused vacation days shall not accumulate and must be utilized during the year earned.

REFERENCES:

¹KRS 158.070
KRS 160.291
KRS 161.154
KRS 2.110
KRS 2.190

Adopted/Amended: 3/5/2013

Order #: 5108.2