

Professional Staff Vacations and Holidays

All full-time licensed personnel (those who work under a 12-month contract) shall be entitled to annual vacation leave as follows:

1. Annual vacation leave shall be 20 days.
2. Vacation leave shall be earned at the rate of 1/12 of the annual vacation days per month and shall accrue at the end of each month of employment.
3. Vacation days may not be taken until they have been accumulated.
4. All vacations must be approved by the superintendent or designee.
5. Vacation time over 30 days is not cumulative. If an employee does not use his or her allotted vacation days within one year of the contract date, all but 30 days must be converted to sick leave on June 30 of each year.
6. Upon leaving district employment, the employee will be compensated for unused vacation leave up to a maximum of 30 days. Compensation shall be based on the employee's per diem at the time the vacation days are paid.

Adopted: December 16, 1986

Revised: July 27, 1993

Revised: July 29, 1998

Revised: October 26, 2011

Revised: May 8, 2014

Revised: December 4, 2015

Revised: June 29, 2016

LEGAL REF.: C.R.S. 22-1-112 (*school year-national holidays*)