

STAFF VACATIONS AND HOLIDAYS

Code **GCD/GDD** Revised **2/13**

Purpose: To establish the basic structure for professional staff vacations and holidays.

School-year personnel

The school calendar, as adopted by the board, establishes the school recess periods and holidays for instructional staff members employed on a school-year basis.

Administrators and year-round personnel

Regular full-time administrators employed on a full-year basis (52 weeks) and year-round personnel will receive vacations and holidays as follows.

Vacations

- All district employees who are 12-month employees accrue leave at the rate of 5/6th day per month for a total of 10 days per year.
- Employees must obtain the prior approval of their supervisors before using vacation.
- Upon separation, the employee will forfeit all vacation leave and pay.

Holidays

The district calendar, as adopted by the Board, establishes the District's holidays for staff members. Holidays are not included in the employees' work year. The following holidays are observed by the district.

Independence Day
Labor Day
Thanksgiving Day (2 days)
Christmas Day (2 days)
New Year's Day
Martin Luther King Jr. Day
Memorial Day

Full-time custodial and maintenance personnel will observe paid holidays.

Adopted 6/6/83; Revised 2/2/98, 6/2/03, 9/12/05, 2/4/13