

## SUPPORT STAFF VACATIONS AND HOLIDAYS

### Vacations

Certain support personnel are eligible for vacation after the first full year of employment. Those employed for 11 or 12 months receive vacation with pay in accordance with State law or the negotiated agreement.

The Superintendent gives final approval of vacation schedules for the classified personnel. It is his responsibility to see that vacations are scheduled so that the least interference with the operation of the schools results.

### Holidays

The following holidays have been established by law as paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If Independence Day, Christmas Day, or New Year's Day falls on a Saturday, employees are not required to work on the preceding Friday. When any of these days falls on a Sunday, employees are not required to work on the following Monday. Employees are eligible for paid holidays only if they accrue earnings the day before and the day after the holiday.

Because various classifications of personnel are scheduled to work a different number of months during the calendar year, the Superintendent informs all employees of the specific holidays to which their particular job classification is entitled.

[Adoption date: August 6, 1991]

Revised: September 15, 2021

LEGAL REFS.: ORC 1.14  
3319.084; 3319.086; 3319.087

CROSS REFS.: GDB, Support Staff Contracts and Compensation Plans

CONTRACT REF.: Classified Personnel Negotiated Agreement