

## Support Staff Vacations and Holidays

All full-time classified employees shall be granted paid vacation each year. Vacations shall be taken at a time approved by the administration. Vacations shall usually be taken following the end of the school year and before the opening of the next school year.

During the first five years of employment, 12-month employees shall be granted 15 days of annual vacation. Vacation days shall be computed at 1.25 days per month. A full day shall be defined as the actual time an employee is either at work or on a paid holiday/leave day as reflected by the employee's time card. No unpaid leave days shall be used to compute vacation days earned. No more than three weeks of vacation may be earned in any year for an employee who has less than five years of service with the district. For each additional year of continuous employment with the district, 12-month employees shall be granted an additional day of vacation up to 20 days for those employees who have worked for 10 continuous years or more as a 12-month employee.

Vacation pay shall be based on a 40-hour work week or on the usual work week, whichever is smaller.

Vacation time may not accumulate over 30 days. If vacation time is not used within one fiscal year, the unused vacation days in excess of 30 shall be transferred to sick leave. Upon retirement, the employee will be compensated for unused vacation leave up to a maximum of 30 days. Compensation shall be based on the employee's hourly rate at retirement.

If a holiday occurs during vacation, vacation time shall not be charged. Extended vacations as leave without pay may be granted at the discretion of the administration.

### Holidays

The following days are considered paid holidays for full-time classified employees:

- |                               |        |
|-------------------------------|--------|
| 1. Labor Day                  | 1 day  |
| 2. Indigenous Peoples' Day    | 1 day  |
| 3. Veterans Day               | 1 day  |
| 4. Thanksgiving               | 3 days |
| 5. Christmas                  | 2 days |
| 6. New Year's Day             | 1 day  |
| 7. Martin Luther King Jr. Day | 1 day  |
| 8. Presidents' Day            | 1 day  |
| 9. Memorial Day               | 1 day  |
| 10. Juneteenth                | 1 day  |
| 11. Independence Day          | 1 day  |

School-year and part-time benefited employees shall be paid for holidays based on their work calendars.

Leave days may not be used in conjunction with holidays or vacation.

When school is in session, holidays shall be observed according to the school calendar. If the Christmas two-day holiday falls on a Saturday, Thursday and Friday shall be the days off. If it falls on a Sunday, Monday and Tuesday shall be holidays. If Christmas falls on Thursday, Friday shall be the holiday. The two days for Christmas vacation shall be in conjunction with the weekend unless Christmas falls on Wednesday. In this case, the holidays shall be Tuesday and Wednesday.

Adopted: March 30, 1993

Revised: March 1994

Revised: October 25, 1994

Revised: March 21, 1996

Revised: July 29, 1998

Revised: October 24, 2007

Revised: July 27, 2011

Revised: October 26, 2011

Revised: June 13, 2014

Revised: December 4, 2015

Revised: June 29, 2016

Revised: June 19, 2019

Revised: May 3, 2023

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

Fountain-Fort Carson School District #8, Fountain, Colorado