

**CLASSIFIED AND NON-LICENSED
ADMINISTRATIVE/PROFESSIONAL/TECHNICAL STAFF VACATIONS AND
HOLIDAYS**

Vacations

Regular 12-month (260 day) employees shall be entitled to the following annual vacation:

1 st through 4 th year of employment	80 hours\year
5 th through 12 th year of employment	120 hours\year
13 th and each succeeding year of employment	160 hours\year

Vacation shall accrue from the first day of employment as follows:

1 st through 4 th year of employment	6.67 hours\month
5 th through 12 th year of employment	10.00 hours\month
13 th and each succeeding year of employment	13.33 hours\month

Earned vacation time shall begin July 1 of each year and end the following June 30.

Vacations shall be scheduled at the convenience of the district and as nearly as possible at the convenience of the employee. Employees shall be encouraged to take vacation during the months of June, July and August. Vacation time earned during an accrual cycle may be carried over and used during the period between July 1 and June 30.

All employees who resign or whose employment is terminated shall receive the paid vacation to which they are entitled as soon as possible.

New employees whose term of service is less than one full year shall be entitled to paid vacation in the ratio that their length of service bears to a full year.

Holidays

12-month (260 days) employees shall be paid for 12 holidays per year as approved by the Board.

The following days are considered paid holidays for regular 12-month classified staff:

- Independence Day (1 day)
- Labor Day (1 day)
- Thanksgiving vacation (3 days)
- Winter Break/New Year (4 days)
- Martin Luther King (1 day)
- Presidents' Day (1 day)
- Memorial Day (1 day)

Classified employees working less than 12 months will be eligible for a maximum of two paid holidays per year as approved by the Board. The two paid holidays will be Thanksgiving break (one day) and winter intermission break (one day).

Adopted prior to 1985
Revised September 4, 1991
Revised September 4, 1996
Revised November 15, 1999
Revised February 20, 2008
Revised January 6, 2010
Revised March 4, 2011
Revised and recoded June 20, 2012
Revised June 16, 2021
Revised May 4, 2022

Legal Refs: C.R.S. 8-13.3-101 et seq. (leave for parental involvement in academic activities)
C.R.S. 22-1-112 (school year –national holidays)