

## **Full Time, Twelve Month Support Staff Vacations and Holidays**

Annual vacation leave with pay shall begin accruing on the date that the employee is hired and shall accrue at the rate of .833 working days per month. After five years of service, annual vacation leave shall accrue at the rate of 1.25 working days per month, and after ten years of service, annual vacation leave shall accrue at the rate of 1.66 working days per month. For the first through fifth years of service, a maximum of 20 days shall be allowed to accrue. For the sixth year of service and beyond, a maximum of 30 days shall be allowed to accrue.

Upon termination, employees shall be paid for all unused accrued annual vacation leave to the maximum allowed by Board policy at their daily rate of pay.

Annual vacation leave may be used only to the extent to which it has accrued. Use of annual vacation leave shall require advance approval by the employee's supervisor. As nearly as possible, the time of vacation leave shall be scheduled at the convenience of the employee and in accordance with the needs of the district.

### **Holiday leave**

The following days are considered paid holidays for support staff:

- Thanksgiving and the Friday following
- Christmas Day and the afternoon of December 24
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Three floating holidays

When a holiday occurs on a weekend, it shall be observed the preceding Friday or the following Monday providing school is not in session. Vital operational activities such as maintenance of heat in the buildings must be continued on holidays as well as weekends.

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