

Support Staff Vacations and Holidays

Vacations

Regular classified personnel working on a 12-month basis are entitled to paid vacation on the following basis:

1. Personnel with a title of Chief Financial Officer shall be entitled to 15 days of vacation each contract year.. After 10 years of service, employees shall be entitled to 20 days of vacation each contract year. After 15 years of service, employees shall be entitled to 25 days of vacation each contract year.
2. All other classified employees shall be entitled to 10 days of vacation each contract year. After 10 years of service, employees shall be entitled to 15 days of vacation each contract year. After 15 years of service, employees shall be entitled to 20 days of vacation each contract year. After 20 years of service, employees shall be entitled to 25 days of vacation each contract year.

Employees may accrue up to 30 vacation days in total. Upon separation or termination from employment, the District will compensate the employee for the accrued vacation days. This payment shall occur in the employee’s final pay.

Vacations shall be scheduled at the convenience of the district and as nearly as possible at the convenience of the employee.

All classified employees who resign or whose employment is terminated shall receive the paid vacation to which they are entitled in their final pay.

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

The following days are considered paid holidays for support staff:

New Year’s Day	Thanksgiving Day
Martin Luther King, Jr. Day	Day After Thanksgiving
Presidents Day	Christmas Eve
Memorial Day	Christmas Day
Fourth of July	New Year’s Eve
Labor Day	

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