

Support Staff Vacations and Holidays

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

1. Twelve-month employees shall be entitled to 10 days of vacation each year.
2. After the 10th year employment, 12-month classified employees shall be entitled to 15 days of vacation each year.

Approval of vacations shall be an administrative decision subject to approval of the immediate supervisor and superintendent.

All vacation time earned by all employees in the previous fiscal year shall be taken before June 30 of the following fiscal year unless a deferred vacation is approved by the superintendent.

Vacations shall be scheduled to district needs and when 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 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.

All 12-month employees shall receive the following paid holidays:

- July 4
- Labor Day
- Thanksgiving and the following Friday
- Christmas Eve day and Christmas day
- New Year's Eve Day and New Year's Day
- Presidents' Day and Martin Luther King Jr. Day provided it is approved as part of the school calendar
- Memorial Day

Full-time and part-time employees who are employed for less than 12 months shall receive the following paid holidays if they fall within their designated work period:

- Labor Day
- Thanksgiving
- Christmas
- New Year's Day
- Presidents' Day and Martin Luther King Jr. Day provided it is approved as part of the school calendar
- Memorial Day

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