

MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL

Management Team Work Year

All certificated management employees shall work a specified duty year which shall be established for each fiscal year based upon the district calendar for that year:

All classified management employees shall work 225 duty days per year.

All management/supervisory and confidential employees who work a specified duty year of less than 225 duty days shall be notified at the commencement of each fiscal year as to the duty days for that year.

All certificated management, classified management, supervisory and confidential employees who work a specified number of duty days which is less than 225 duty days will observe winter and spring vacation periods as specified in the district’s school calendar.

Exceptions to an employee’s duty day may be made with the prior written approval of the employee’s immediate supervisor.

Holidays

The following holidays shall be observed by all management/supervisory/confidential employees:

- |                        |                                      |
|------------------------|--------------------------------------|
| New Year’s Day         | Labor Day                            |
| Martin Luther King Day | Veteran’s Day                        |
| Lincoln Day            | Thanksgiving Day                     |
| Washington Day         | Day after Thanksgiving Day           |
| Spring Day             | (in lieu of Sept. 9 – Admission Day) |
| Memorial Day           | Day before Christmas Day             |
| Independence Day       | Christmas Day                        |

Each year declared by the President or Governor of this state, as a public fast, mourning, thanksgiving, or holiday is a paid day off for state or federal employees or any declared as a holiday by the Governing Board, under applicable laws, shall be a holiday for eligible employees.

NON-DUTY DAYS

Directors and classified management employees shall take their non-duty days at any time during the fiscal year. No payments will be made for unused non-duty days.

VACATION DAYS

Supervisory and confidential employees shall be entitled to vacation days according to their respective salary schedules.

Supervisory and confidential employees shall take their vacation at any time during the fiscal year in which the leave is accumulated. Vacation time will be scheduled with the immediate supervisor to meet the preference of the employee but actual dates will be subject to the maintenance of adequate staffing to continue district operations. The following point should be considered in scheduling vacations for school site employees:

1. Vacations should be scheduled in such a way as to not hamper the normal operating efficiency of the school.

Supervisory and confidential employees who do not utilize all the vacation days to which they are entitled in a particular fiscal year shall be allowed to carry over into the next fiscal year all unused vacation days. The direct supervisor of supervisory and confidential employees will ensure that their employees utilize their appropriate vacation days.

Policy adopted: 5/14/02